



**Audio Conference Recording  
Order Form for Audio Recordings / Materials**

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Audio Recordings Available: Please check the recordings you wish to order.**

- \_\_\_\_\_ 2007 Guide to Current Payroll Issues + Critical HR Concerns (11/06)
- \_\_\_\_\_ Maximizing Productivity ~ A Principals Guide (04/07)
- \_\_\_\_\_ Firm Wide Planning Made Simple: Kick Start 2008! (09/07)
- \_\_\_\_\_ Many Paths – One Journey: The life of A101 the Construction Document (10/07)
- \_\_\_\_\_ HR + Payroll Update (11/07)
- \_\_\_\_\_ End of Year Closing and Review (12/07)
- \_\_\_\_\_ Got Scope Creep? (01/08)
- \_\_\_\_\_ The Generational Challenge for Design Firms (02/08)
- \_\_\_\_\_ LEED AP Training as a Catalyst for Growing a Green Practice (03/08)
- \_\_\_\_\_ Know It When You See It: A Buyer's Guide to Project Information Management Software (04/08)
- \_\_\_\_\_ The Future: Managing the Project OUTCOME (05/08)
- \_\_\_\_\_ Generation *Mix*management (06/08)
- \_\_\_\_\_ IDP Boot Camp for IDP Supervisors and Mentors ~ Charlie Simino, AIA, Presenter (06/08)
- \_\_\_\_\_ Building Efficiency Into Your Business and Project Management (07/08)
- \_\_\_\_\_ Blueprint for a Canstruction® Competition (07/08)
- \_\_\_\_\_ The Balanced Approach to Better Firm Management (07/08)
- \_\_\_\_\_ IDP Mentor Training (9/08)

SDA Members.....\$ 85.00 each  
 Non-Members .....\$115.00 each

**TOTAL DUE \$ \_\_\_\_\_**

Order includes all materials used during the live audio conference session and the Audio Recording in MP3 file format. All orders will be shipped within five (5) business days. If you have any questions or need additional assistance, please contact SDA at 800.711.8199 or [admin@sdadmin.org](mailto:admin@sdadmin.org)

Check Enclosed:      Check payable to: Society for Design Administration

Mail to: 1844 Ardmore Blvd., Pittsburgh, PA 15221    **OR    Fax to: 412-243-5160**    Phone: 800.711.8199

Credit Card:             Visa                             MasterCard                             American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

V-Code (3-digit # on back of VISA/MC; 4 digit # on front of AMEX): \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Card Holder \_\_\_\_\_ Signature \_\_\_\_\_

REFUNDS: No refunds will be permitted.