

**CLASSIFICATION WEB ORDER FORM**

***This Form Must be Faxed with Your Order for Your Subscription to be Processed***

**CDS Fax:** (202) 707-1334

**CDS Phone:** (800) 255-3666 (US) or (202) 707-6100

**CDS Private Courier Service Address:**

Library of Congress  
Cataloging Distribution Service  
Customer Services Section  
101 Independence Ave. SE  
Washington, DC 20541-4912 USA

**6. Name of license administrator** (Person authorized to perform click-through license.)

**7. Email of license administrator** (Please use correct upper and lowercase letters)

**I. NEW OR RENEWING CUSTOMER:**

I am a new *Class Web* subscriber.  
I am renewing a *Class Web* subscription per my existing license agreement.

**8. Primary contact phone for *Class Web***

**9. Primary contact fax for *Class Web***

**II. CHOICE OF LICENSING PROCEDURE:** [Required for new subscribers only.]

Click-through license  
Hard-copy license (optional)

**10. Primary contact email**

**Note:** *New subscribers who choose the click-through license option, do NOT send CDS hard-copy licenses.*

**11. Additional contact email** (Other individuals to have administrative access to *Class Web*.)

**III. ACCOUNT MANAGEMENT INFORMATION:**

**Note:** *Please complete the following information using preferred upper and lowercase lettering. Your data will be input in the Class Web account system as it is presented in this form.*

**12. CDS customer account number** (if you have one)

**1. Preferred username for accessing the product**  
(6 or more characters in upper or lowercase letters)

**13. Purchase order number** (if you have one)

**2. *Class Web* product primary contact name**

**14. Subscription type**

One month trial account (1-4 users)  
Solo user                                    15-19 concurrent users  
1-4 concurrent users                    20-24 concurrent users  
5-9 concurrent users                    25-29 concurrent users  
10-14 concurrent users                30+ concurrent users

**3. Institution**

(Subscription information on following page.)

**4. Mailing Address**

**5. Country**

**IV. BILLING INFORMATION:**

**1. CDS customer account number** (if you have one)

**2. Billing address**

**Billing phone**

**Billing email**

**Billing fax**

*US government requires prepayment for all orders.*

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**Annual Subscription Prices**

**Solo user:** \$325 [no site restrictions]

**Includes:**

- C Username and password access
- C Single personal notes file
- C 20 hours of access per month

**Concurrent users for a site\*:**

1 to 4 concurrent users	\$525
Up to 9 concurrent users	\$640
Up to 14 concurrent users	\$775
Up to 19 concurrent users	\$910
Up to 24 concurrent users	\$1,320
Up to 29 concurrent users	\$1,825
30 or more concurrent users	call CDS

**Includes:**

- C Unlimited connection time for maximum number of concurrent users.
- C One local notes file per account.
- C Three types of access:
  - C Account manager (has ability to edit notes and set account display preferences).
  - C Site IP address - Set up a range of computers at your site that can access Class Web without inputting username and password.
  - C Read-only password for site users not connected to local LAN.

\*A site is defined as a single contiguous geographical location. See license agreement for further information at URL

[http://www.loc.gov/cds/ClassWeb\\_application.html](http://www.loc.gov/cds/ClassWeb_application.html)

**3. Cost of *Class Web* Subscription**

**4. Payment Options:**

Bill to my CDS customer account  
Account no

Credit Card Sale:

Charge to:    MasterCard    VISA  
                  Discover        American Express

Credit Card No.

Expiration Date

Signature (if mailing or faxing)

Check to "Chief, CDS, Library of Congress"  
enclosed. All checks must be drawn on U.S. banks.

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**Submitting Your Order**

1. If paying by credit card or deposit account, fax the order form to CDS (for fastest service).
2. For all other forms of payment, mail the order form and payment to CDS via private courier service (FedEx, DHL, UPS, etc.).

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