

Fact Sheet

January 2011

NRCS Distribution Center

Ordering National NRCS Publications and Forms Online

You can “View” forms or publications separately, “Browse All” or “Search” for a specific item. If you are looking for a specific item or material on a specific topic, use the “Search” field. To view new items only, use the “View New Items” button.

Hint: To narrow your search results DO NOT type in the complete title, type in only one word in the title (i.e. “What is a Watershed?” – When searching use “what.” You can also use the form number which works best (i.e. PA-1621)

It is recommended that you read the item descriptions carefully because several of our items are available:

- Only to NRCS Employees
- Only as a PDF (can only be downloaded)
- May contain quantity limits

Enter the quantity that you wish to order in the “Copies Requested” field which represents **individual copies** unless noted in the item description.

Hint: If an item has 500 copies per box and you wish to receive the entire box, place “500” in the “Copies Requested” field.

You **MUST** select the “Update Basket” button each time you add an item to your basket or adjust the quantity. If you fail to “Update Basket” the “Copies Requested” field will default back to one copy. When your order is complete – select the “Checkout” button.

Once you have selected the “Checkout” button, you will be asked to enter your shipping information. Please provide a complete mailing address including Suite #'s, Room #'s and Apartment #'s (PO Boxes are not allowed). Select the “Next” button when you have completed your shipping information.

You will then need to verify your shipping information and your order. You can edit either by selecting the “Edit” button under each section. If everything is correct, click the “Place Order” button.

When you have successfully placed an order you will get a confirmation that reads “Your order has been received.”

- All orders are shipped within 3-5 business days and materials are provided to you free of charge!

