

## THE HBR ENHANCEMENT MEMORANDA

### ORDER A MEMO: 31 January 2011

1. Memos are produced in Redding, California, and shipped to the buyer by mail. Typically, I keep a small quantity (5 or less) of each memo in order to give a 1- to 2-day order turn-around on my end. When my inventory drops below three, I assemble additional memos to bring the inventory back up to 5.
2. When I receive your order and payment, I will acknowledge that event by e-mail. When I dispatch your memo, I will similarly acknowledge that event by e-mail.
3. Your cost for these memos, including postage (plus costs for electronic funds transfer and currency adjustments where appropriate), is a fee for preparing, packaging and shipping them to your location. The master copy of the Memo, and the contents thereof copied for you as .pdf files then shipped to you, are the intellectual property of the author, **are not in the public domain**, and are protected by the current Federal Copyright Act of the United States of America as described in "Recollections of a Radio Receiver". Permission to copy, including placement on a web page or transmission over the Internet, must be obtained from the author.

### ORDERING PROCEDURES

4. There are separate ordering procedures for domestic (i.e., United States) vis-à-vis "international" buyers.
  - The domestic US procedure makes use of US Postal Service First Class mail, a fixed cost for delivery to any location in any of the 50 separate states. Orders are placed by e-mail, your payment is sent to me, and the Memo shipped to you all by mail. Shipment times vary from 3 to 10 days. I am not organized to accept PayPal, nor do I expect to add PayPal to this project. **The all-in price of each Memo delivered to your location is shown in the Memo Index.**
  - The international procedure makes use of e-mail to place the order, and either electronic deposit or mail-in bank money order for currency conversion from local to US dollars; it uses International First Class Mail (small package rate), a fixed cost for delivering the Enhancement Memo to any location in any country in International postal zones 2 through 9. Shipment times vary from 5 to 10 days. **The all-in price of each memo delivered to postal zones 2 through 9 is shown in the Memo Index.**

#### International Ordering Instructions

5. Send an e-mail notice to [cerrogordo@iscweb.com](mailto:cerrogordo@iscweb.com) indicating which Memo you wish to buy, giving your complete country postal address in correct format to support subsequent shipment and delivery to your location, plus your amateur radio call sign. **Memo A is not presently available outside the U.S.**
6. Upon receipt of this notice, I will verify compliance with published postal restrictions (if there be any) for your country, as well as your International postal zone; I will then send a return e-mail assigning your order number, a probable shipment date (a function of inventory then on hand), validating price and any conditions of sale. Attached to this e-mail will be alternative methods of payment should such be available to you
7. After you receive from me the e-mail per paragraph 6, advise me by return e-mail what alternative funds transfer method you will use, then send to me funds in US dollars as appropriate to that payment method. This allows me to manage my Memo inventory for your benefit.
8. Customs duties, if any, are your responsibility and will be collected at your end. If there are any "special wording" (with regard to description of package contents) that makes it a bit easier to clear customs, let me know and I will place them on the customs document attached to the shipping envelope.

#### Domestic Ordering Instructions

9. Send an e-mail notice to [cerrogordo@iscweb.com](mailto:cerrogordo@iscweb.com) indicating which Memo you wish to buy, giving your complete mailing address, plus your amateur radio call sign. I will send a return e-mail verifying the cost of your order and the Memos I understand you wish to purchase. You can then mail to me payment for your order, and upon its arrival I will dispatch your Memos. Personal checks (licensed radio amateurs only), postal money orders, or currency (your risk) are all acceptable.
10. I will verify by e-mail the date your order dispatches.