

## CLASSIFICATION WEB PLUS ORDER FORM

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

CDS Fax: (202) 707-1771

CDS Phone: 1-855-266-1884 (U.S. only), or  
+1-202-707-6100 (outside U.S.)

Date

**CDS Private Courier Service Address:**Library of Congress  
Office of Business Enterprises  
Cataloging Distribution Service  
Customer Services Section  
101 Independence Avenue, S.E.  
Washington, DC 20540-4910 USA**I. NEW OR RENEWING CUSTOMER:**

- I am a new *Class Web Plus* subscriber.  
 I am renewing a *Class Web Plus* subscription

**II. TERMS AND CONDITIONS:**

Please see the Terms and Conditions at:

[http://www.loc.gov/cds/classweb/CWorder\\_files/ClassWebTerms\\_704.pdf](http://www.loc.gov/cds/classweb/CWorder_files/ClassWebTerms_704.pdf)

By using the Site you indicate that you accept the Terms and Conditions and that you agree to abide by them.

**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 Plus* account system as it is presented in this form.

**1. Preferred username for accessing the product**  
(6 or more characters in upper or lowercase letters)**2. *Class Web Plus* product primary contact name****3. Institution****4. Mailing Address****5. Country****6. Primary contact phone for *Class Web Plus*****7. Primary contact fax for *Class Web Plus*****8. Primary contact email****9. Additional contact email** (Other individuals to have administrative access to *Class Web Plus*.)**10. CDS customer account number** (if you have one)**11. Purchase order number** (if you have one)**12. Subscription type**

- One month trial account (1-4 users)  
 Solo user  16-20 concurrent users  
 2-5 concurrent users  21-25 concurrent users  
 6-10 concurrent users  26+ concurrent users  
 11-15 concurrent users (Subscription information on following page.)

**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.*

**Annual Subscription Prices**

**Solo user:** \$375 [no site restrictions]

**Includes:**

- Username and password access
- Single personal notes file
- Unlimited connection time

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

- 2 to 5 concurrent users \$600
- 6 to 10 concurrent users \$675
- 11 to 15 concurrent users \$800
- 16 to 20 concurrent users \$1,000
- 21 to 25 concurrent users \$1,400
- 26+ concurrent users \$1,900

**Includes:**

- Unlimited connection time for maximum number of concurrent users.
- One local notes file per account.
- Four types of access:
  - Account manager (has ability to edit notes and set account display preferences).
  - Site IP address - Set up a range of computers at your site that can access Class Web Plus without inputting username and password.
  - Read-only password
  - Editor's password (see Help file for information)
- A site is defined as a single contiguous geographical location. See license agreement for further information at URL: [https://www.loc.gov/cds/classweb/CWorder\\_files/ClassWebTerms\\_704.pdf](https://www.loc.gov/cds/classweb/CWorder_files/ClassWebTerms_704.pdf)

**3. Cost of Class Web Subscription**

**4. Payment Options:**

Bill to my CDS customer account

**Account no**

**Signature (if mailing or faxing)**

You may pay using ACH (from a U.S. bank account), credit card, Paypal and Amazon Pay.

To make payments please go to Pay.gov:

<https://www.pay.gov/public/form/start/1348067434>

You may also pay via EFT. To pay via EFT please see these instructions: <http://www.loc.gov/cds/eft.html>

**Form updated: August 8, 2024**