

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

Credit Card Sale:

Charge to:    MasterCard    Visa  
                  Discover        American Express

**Credit Card No.**

**Expiration Date**

**Security Code**

**Signature (if mailing or faxing)**

Check to "Chief, CDS, Library of Congress" enclosed.

All checks must be drawn on U.S. banks.

Electronic Funds Transfer (EFT)

- additional \$25 bank fee

Get directions for EFT procedures at

<http://www.loc.gov/cds/eft.html>

**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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**Form updated: April 25, 2023**