

Ordering Information

Ordering Information Private Sector and US Federal Government Agencies

(not using FMS or IMET funds)

General Information

DLIELC is the sole source for all American Language Course (ALC) materials.

- Tests and quizzes can be sold only to institutions, not individuals.
- Use the Order Form (page 57), or order through our web site <http://www.dlielc.org>.
- **All orders generated as of 1 January 2010 must be submitted on the 2010 order form. Orders on outdated forms will be returned for reprocessing.**

Private Sector

Payment Methods

- VISA or Master Card (with name on card and expiration date).
- Money orders in US currency.
- Company-certified check made payable to:
Defense Language Institute
English Language Center

Shipping Costs and Procedures

- Add 4% fee based on cost of materials for packing, crating and handling.
- Payment for materials is required before shipment can be processed and prepared for pickup.
- Upon notification from the Logistics Branch (LESL) that the shipment is ready, private sector customers must provide arrangements for pick up from the DLIELC warehouse (Bldg 7535).

Contact

Forward order requests and any questions concerning the ordering and shipping process to:

- DLIELC/LESL
Bldg 7535
2235 Andrews Ave.
Lackland AFB TX 78236-5259
- DSN: (312) 473-4711
DSN FAX: (312) 473-3063 or
COMM: (210) 671-4711
COMM FAX: (210) 671-3063
E-mail: DLIELC.LESL.workflow@lackland.af.mil

US Federal Government Agencies

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Payment Methods

- Government IMPAC Visa Card.
- Authorized accounting fund cite code.
- DD Form 448, [Military Interdepartmental Purchase Request (MIPR)].
- DD Form 1155 [Order for Supplies or Services].

Shipping Costs and Procedures

- Indicate if partial orders are not acceptable; order will be held until all materials are available.
- Add 4% fee based on cost of materials for packing, crating and handling.
- Include shipping charge in order.
- Calculate surface shipment charge at 10% of order.
- Calculate air shipment charge at 50% of order.
- Upon request, the Logistics Branch (LESL) will compute shipping charges before submission of prepaid voucher. See contact information below.