

## Data Product Order Form 805 (Rev. 09/2015)

# Instructions

### Purpose of Form

Use this form to order standard and custom data products.

### Ordering Data Products

#### Standard Data Products

Consult the Products page of [www.wcirb.com](http://www.wcirb.com) for the Catalog Number, Description and Price and enter in Section VII.

#### Custom Data Products

Call WCIRB Customer Service to discuss the custom data product. Customer Service will provide a description to enter in Section VII. Enter Catalog Number for custom data products, AC9000A. Leave the Price Not to Exceed column blank. Upon receipt of the completed form, WCIRB Customer Service will advise regarding the Price Not to Exceed.

#### One Order per Form

If multiple data products are ordered, use a separate Form 805 for each order. Each form must be fully completed and signed.

#### Statement of Use and Data Sharing

A statement regarding the business use of the data product is required in order to process the order. This statement must include whether the data will be shared with a third party and, if so, with whom.

#### Approval

The signature of an authorized individual on page two approving the order, as listed, is required prior to preparation of the License Agreement and subsequent production of the data product.

#### License Agreement

After receipt of the signed order, a License Agreement is prepared. WCIRB Customer Service will forward it to you by fax or email. The signed License Agreement must be received before the WCIRB will produce or ship the data product.

#### Payment

Payment must be received before the order can be processed. Indicate the type of payment. If payment will be made by check, send the check with the signed License Agreement.

- Payment may be made by check or credit card
- The WCIRB accepts VISA and Mastercard. Include your credit card billing address in the Payment Method section.
- Direct billing is available for WCIRB member insurers• TPEs, authorized by WCIRB member insurers, may elect to have the WCIRB bill the member insurer.  
The WCIRB is unable to bill TPEs directly.

### Sales Tax

Include 9.5% sales tax for all orders shipped to California addresses.

### WCIRB Shipping and Handling Charge

The WCIRB shipping and handling (S/H) charge is applicable to all orders, including special delivery orders.

#### Product Media

#### S/H Fee

CD-ROM or Email

\$2

### Delivery

#### Standard

Data Product Orders are routinely mailed.

#### Express Delivery

Express delivery, billed directly to the ordering organization by your shipper, is available.

- Complete the Express Delivery section of the form; noting shipper and account number
- Fed Ex and UPS recommended. For other shippers, contact WCIRB Customer Service.
- Specify the type of service
- Street address, not a P.O. Box, and a telephone number must be listed

### Form Completion

- This form can be completed electronically; however, it requires a signature and must be printed and signed
- If not completed electronically, print or type all information

### Form Submission

- This form may be emailed, faxed or mailed
- To email, print the form, scan as PDF and email

FAX 415.778.7272

EMAIL [customerservice@wcirb.com](mailto:customerservice@wcirb.com)

MAIL WCIRB  
Customer Service  
1221 Broadway, Suite 900  
Oakland, CA 94612

### Questions/Additional Information

Call WCIRB Customer Service toll free 888.CA WCIRB (229.2472) 7:30 a.m.–5:00 p.m. PST.

All products and services are prepared by the WCIRB in the normal course of business pursuant to the regulations of the California Department of Insurance or for the benefit of the WCIRB's members. The WCIRB has made reasonable efforts to ensure the accuracy of the products and services.

You must make an independent assessment regarding the use of all WCIRB products and services based upon your particular facts and circumstances. The WCIRB cannot make such an assessment and shall not be liable for any damages, of any kind, whether direct, indirect, incidental, punitive or consequential, arising from the use, inability to use, or reliance upon WCIRB products and services.

# Data Product Order

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### Section I — Contact Information

Name (Print Name)		Title
Company/Firm Name		
Mailing Address		
City	State	Zip
Telephone (Daytime) (REQUIRED)	Fax	Email

### Section II — Ship To Information (If different from Contact Information)

Name (Print Name)		Title
Company/Firm Name		
Street Address (No P.O. Boxes)		
City	State	Zip
Telephone (Daytime) (REQUIRED)	Fax	Email

### Section III — Payment Method

- WCIRB Member Insurers Billing
- Member Authorized TPE (Member will be billed. Include member billing information below.)

Authorized by (Print Name)	Signature	
Title	Date	
Member Company		
Address		
City	State	Zip

- Check       VISA       MASTERCARD

Card #	Exp. Date (Month/Year)	
Cardholder Name	Authorizing Signature	
Credit Card Billing Address		
City	State	Zip

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### Section IV — Express Delivery

Shipper (Fed Ex and UPS recommended. If other, call WCIRB Customer Service.) Account Number

Next Day Air     Second Day Air     Third Day Air

### Section V — Statement of Specific Business Use (This information is required in order to draft the License Agreement.)

### Section VI — Data Sharing (This information is required in order to draft the License Agreement.)

No  
 Yes (If yes is checked, provide the name and address of the company with which the data will be shared.)

Contact Name	Email	Phone Number
Company		
Street Address		
City	State	Zip

### Section VII — Data Product Order

Catalog Number	Description	Price Not to Exceed
Enter 9.5% sales tax on orders shipped to California addresses. <b>Sales Tax</b>		
CD-ROM or Email: \$2. Enter the S/H Charge. <b>Shipping and Handling</b>		
<b>ORDER TOTAL</b>		

When completed electronically, the form will calculate the sales tax. If sales tax is applicable, enter the amount from the Sales Tax Amount box.

Sales Tax Amount

### Section VIII — Order Approval (Authorized Signature Required)

Authorizing Name (Print Name)	Authorizing Signature
Telephone	Email