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## Order Form

Henning Associates provides registration services for shareware vendors. To order the shareware product you are trying you need to fill out the order form and send the information to Henning Associates. The information can be sent in standard mail (snail-mail), e-mail, fax, or phone. In order for your order to be processed without delay it is important that you provide the requested information on the registration form.

**Name, address and phone number** - These 4 lines of information are where you want your registered shareware sent. If you include your phone number clarifying information can be easily gotten if needed. (As a general rule clarifying information is not needed but it nice to have the phone number for contingencies.)

**E-mail address** - This is where you receive electronic messages. Not everyone will have an e-mail address but if you have one please include the address and domain (i.e. address - Henning\_Associates - domain @msn.com. The e-mail address then is Henning\_Associates@msn.com.)

**Disk size** - This is the size of the disk you are requesting (does anyone use 5.25 inch media anymore?)

**MC or VISA** - If ordering with a credit card click the type of card.

**Card number** - The full number on the card, include zeros, most cards will have 16 digits although some VISA cards will have 13.

**Expiration date** - You must include the month and year of the card expiration.

**Where you got the unregistered version** - This helps us and our vendors know where you got the unregistered version of the program and to better target specific customers.

When all of the information is entered you can print the order form or send it to a file with the buttons on the right side of the window. See the specific directions for what to do with the order form.

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## **Ordering by Snail-mail**

Send your completed order form with credit card information, check, or money order to

Henning Associates  
1710 Allied St. #36  
Charlottesville, VA 22903

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## **Ordering by E-mail**

If you are going to order by e-mail you must have the credit card information filled out. Attach the completed order form found in the file ORDER.TXT with your mail or use the text file as your message. If you are sending the message on the internet it is best to not attach the file but to use the file as your message since different internet nodes use varying formats for attachments that are not always interpreted correctly at the receiving station. If you are attaching the file on the same service it is not a problem such as CompuServe or AOL internal mail.

Send the completed order form (ORDER.TXT) to

AOL - mikerh1053  
CompuServe - 72176,2507  
MSN - Henning\_Associates  
Internet - mikerh1053@aol.com

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## **Ordering by Phone**

You can telephone in your order to 1-800-823-6896. If a real person does not answer the phone then you can leave the information from the order form on the machine, or leave a name, number and the best time to reach you at that number and someone will call you back to get the order information. Ordering on the phone also requires a valid credit card. To make the call easier it is best to complete the order form so you have all of the necessary information available.

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## **Ordering by FAX**

You can send your order form by fax to 1-800-823-6896. If you are using a fax machine you will need to print and send the order form from your fax machine. If you have a fax modem in your computer and have fax software then you can make the fax software the default printer in windows and when you click on the Print button the order form will be sent by fax. The number you would use for your fax software is 1-800-823-6896.

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## **Support BBS**

Henning Associates has a support BBS on MSN. Use the go word HENNING. We welcome any interface on this forum and will respond promptly to questions about products that you have purchased.

This BBS is a part of the ASP forum. The Association of Shareware Professionals is committed to bring you the best of *try before you buy* software. As a general rule ASP software is fully functional and registration will get rid of registration screens and gentle reminders to register your shareware.

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