

# NRCS Distribution Center

## How to Order National NRCS Publications and Forms Online

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You can “View” forms or publications separately, “Browse All” or “Search” for a specific item. If you are looking for a specific item or material on a specific topic, use the “Search” field. To view new or featured items only, use the “View New and Featured Items” button.

It is recommended that you read the item descriptions carefully because several of our items are available:

- Only to NRCS Employees
- Only as a PDF (can only be downloaded).
- May be restricted to limited quantities.

Enter the quantity that you wish to order in the “Copies Requested” field which represents **individual copies** unless noted in the item description.

*Hint: if an item has 500 copies per box and you wish to receive the entire box place “500” in the “Copies Requested” field.*

You **MUST** select the “Update Basket” button each time you add an item to your basket or adjust the quantity. If you fail to “Update Basket” the “Copies Requested” field will default to one copy. When your order is complete – select the “Checkout” button.

Once you have selected the “Checkout” button, you will be asked to enter your shipping information. Please provide a complete mailing address including Suite #'s, Room #'s and Apartment #'s (PO Boxes are not allowed). Select the “Next” button when you have entered your shipping information.

When you have successfully placed an order you will get a confirmation that reads “Your order has been received.” You should also receive a confirmation email from the NRCS Distribution Center.

All orders are shipped within 3-5 business days and NRCS material is provided to you at no charge!

