

Leaphart & Associates
CHB Exam Prep – Spring 2018
Publications and Materials Requirements

Customs Regs & HTS from Government Printing Office Bookstore (GPO)

Toll free: 866-512-1800 (DC area: 202-512-1800),

To ensure timely shipment of your publication, it is important that you chat with a live person & use a credit card.

If ordering late, be sure to ask for expedited service to ensure your publications arrive timely.

- The GPO is unable to expedite online orders
- Orders paid by check will be delayed until your check clears gov't bank processing –
- Checks often take 3-4 weeks to process therefore it is not recommended to pay by check

Customs Regulations (19 CFR Parts 1 – 199) - dated September 30, 2017 with Revision updates

GPO Stock Number **948-006-00000-6**

Format: Subscription (*looseleaf*)

USA Price: **\$214.00**

Reminder: You are ordering a looseleaf version – not the bound

Harmonized Tariff Schedule - 29th Edition 2017

GPO Stock Number: **949-033-00000-7**

Format: Subscription (*looseleaf*)

USA Price: **\$135.00**

Customs Law Handbook – Bound Version updated April 2017

Ordered from LexisNexis: ISBN # **9781522131465**

LexisNexis at Tel 1-800-533-1646

USA Price: **\$56.00**

Bundle order includes a Bound Book, CDROM and eBook

Free shipping for Leaphart & Associate students –

General CHB Supply Requirements

Product item numbers & prices are subject to change by vendors – info is provided for your convenience

Metal Catalog Racks

– 2 racks cost approx \$120

– **Note: You need one 12” rack & one 6” rack**

Ring type sections are sold separately from the Racks –

Do not purchase the “Starter Set” Rack as this only comes with the pin type sections

- **12” rack for HTS, CATAIR/Directive info & Additional handouts**
e.g. Office Depot - Master Products, Grey, Catalog Rack, 12 Sections - Item #: 940544 (For Picture)
or try Discount Office Item website at: <http://www.discountofficeitems.com> (Best Prices available)
- **6” rack for Customs Regulations (19CFR - Code of Federal Regs)**
e.g. Office Depot - Master Products, Grey, Catalog Rack, 6 Sections - Item #: 940528 (For Picture)
or try Discount Office Item website at: <http://www.discountofficeitems.com> (Best Prices available)

Metal Sections (Splines)

- **2” Ring Sections for Catalog Racks – Nine (9) 2” Ring Sections** – total approx \$90
(3 sections for 6” rack; 6 sections for 12” rack) -- Be sure to get the **“ring” type NOT the pin type**
e.g. Office Depot - Master Products 2” Ring Section - Item #: 940494 (For Picture)
or try Discount Office Item website at: <http://www.discountofficeitems.com> (Best Prices available)

- **Internet searches often allow for the best pricing as there can be a large variation in the cost for racks.**

Calculator – must be a silent battery operation – price depends on size & where purchased

e.g. Office Depot - Heavy-Duty KS-1795 Desktop Calculator, Item #: 262134, \$9.99

e.g. Office Max - Casio DM-1200TE 12-Digit Silver Desktop Calculator, Item #: 20127658, \$24.99

Divider Tabs for Materials – 34 sets/pkgs of 8 cut Big Tab Dividers – total approx \$50

Buy the Clear tabs not colored tabs – the least expensive will be fine

Pre-printed label inserts are provided online for the will be provided with training material

e.g. Office Depot - Big Tab Insertable 8-Tab Dividers with Buff Paper - Item #11112 \$1.60 each

e.g. Office Max - Item # 20615764 - \$4.29 for set of 3

e.g. Amazon has the best pricing for Big Tab Dividers (comes in sets of bundle of 16 sets)

Look for the following criteria for the dividers pages:

- Buff Paper (w/ edge reinforced by tape rather than reinforced holes - saves money)
- Divider Color: Clear
- Sheet Size: 8-1/2"W x 11"L
- Tabs per Set: 8 Tabs (w/ Big cut rather than standard cut for better viewing)

Foldable Cart – w/ wheels & retractable handle – approx \$20 - \$24

Cart is used for bringing your materials to and from class – you may wish to use a small suitcase instead

e.g. Staples – Expanding Folding Crate on Wheels, Black & Grey, Item # 440122, \$23.98

Highlighters – Set of 6 highlighters

(1 Yellow, 1 Blue, 1 Green, 1 Pink, 1 Orange, 1 Purple)

e.g. Office Depot - Pen-Style Highlighters, 6 Asst Colors, Pack Of 12, Item #: 268264, \$5.79/pack

You may wish to obtain 2 or 3 yellow highlighters as this will be the color most used with you Regs & HTS

Self-Adhesive Tabs w/ Printable Inserts – Pack of 25 – (5 packs needed)

e.g. Office Depot Brand – Item # 409257 \$3.89 /pack

Any questions concerning the Shopping list –

Contact the CHB Instructor, Renata Pearson at (650) 888-3070 or Ro Leaphart at (510) 521-2112

Pricing as of Nov 2017 for Spring 2018