

Order Form

Four easy ways to order

- 1 Online:** CAorders.com
- 2 Fax:** 800-366-1158
- 3 Call:** 800-225-0248
(Mon–Thurs 8:30 am–7:00 pm, Fri 8:30 am–5:00 pm E.S.T.)
- 4 Mail:** ATTN: CUSTOMER SERVICE DEPT.
CURRICULUM ASSOCIATES®
P.O. Box 2001, North Billerica, MA 01862-0901



Order Information

Faxing

You can fax your purchase order or catalog order form with an authorized signature to the fax number above. We ask that you SEQUENTIALLY NUMBER fax pages to ensure we process your complete order. Please DO NOT send a second copy by mail.

Mailing

You can mail your order to the address above. If you mail a confirming order, please mark boldly as CONFIRMATION to avoid duplication.

Canadian Orders

The prices quoted in this catalog are in U.S. funds. For current pricing in \$CDN, visit our Web site. Invoiced totals are presented in Canadian and U.S. funds. Credit card transactions are initially charged in U.S. funds. Credit card provider banks convert to Canadian funds. Prices quoted are subject to conversion differential on credit card orders.

SUMMER ORDERS—PLEASE NOTE: We package and hold orders addressed to Canada in our warehouse between mid-June and late August. *If you wish to receive your order during the summer and someone will be available to receive the shipment, please indicate on your order.*

International Orders

The prices quoted in this catalog are in U.S. funds. International customers must prepay. Please fax 978-667-5706, e-mail info@CAinc.com, or order online at CAorders.com. Pay by MasterCard or VISA (include card number, expiration date, security code, name as it appears on the card, the address where the credit card bill is mailed, and your e-mail address) or contact us for wiring instructions. We will contact you with your order total including shipping charges.

Note: You will be responsible for any duty, customs clearance, and tax fees that may pertain to your order.

Bookstore Policy

Shipping is free. No returns. We offer no bookstore discounts. Orders must be prepaid. Include a copy of your resale certificate with your order.

Mailing Payments

Inside the U.S.

please address to:
CURRICULUM ASSOCIATES®
P.O. Box 4119
Woburn, MA 01888-4119

Outside the U.S.

please address to:
CURRICULUM ASSOCIATES®
P.O. Box 2001
North Billerica, MA 01862-0901

Shipping

Most orders ship within 24 hours via UPS, FedEx Ground, parcel post, or truck. Sorry, no C.O.D.s. Need a speedy delivery? **U.S. Only**—Call us with your merchandise total and we'll quote shipping charges for overnight or second-day delivery.

Sales Tax

First-time orders from a tax-exempt organization must include a copy of its sales tax exemption certificate.

Resellers must include a copy of their resale certificate.

Returns

Success is guaranteed!—Agree that any program you buy meets your expectations in every way, or you may return it for a prompt and courteous exchange, credit, or refund. Please examine your order upon receipt. Call our Customer Service Department for return authorization for returns over \$1,000. When returning material, please include your return authorization number (for returns over \$1,000) and your packing slip after filling in the returns section on the back side. Please insure your return shipment.

For returns from the U.S. please address to:

ATTN:
RETURNS DEPT/WAREHOUSE
CURRICULUM ASSOCIATES®
153 Rangeway Road
North Billerica, MA 01862-2021

For returns from Canada:

PLEASE USE THE RETURN LABEL INCLUDED WITH THE ORIGINAL SHIPMENT

If you receive a damaged shipment, **keep all original packaging and call our Customer Service Department for special instructions and assistance.**

Duplicate Catalogs?

Mail all labels marked with corrections to **ATTN: IT Dept.**

BILL TO

Date _____
 District/Organization _____
 Attn: _____
 Street Address _____
 City _____
 State/Province _____ ZIP/Postal Code _____
 Phone _____ Ext. _____
 Fax _____
 E-mail _____
 Requester's Title _____
 _____ Grade(s)

SHIP TO

Same as Bill To Address
 School/Organization _____
 Attn: _____
 Street Address _____
(UPS and FedEx Ground do not deliver to P.O. Boxes)
 City _____
 State/Province _____ ZIP/Postal Code _____
 Phone _____ Ext. _____
 Fax _____
 E-mail _____
 Program _____

CHOOSE PAYMENT METHOD

Pre-payment is required for personal, bookstore, and overseas orders. Bookstores and resellers must include a copy of resale certificate.

Purchase Order

Bill School/District

Purchase Order # _____

Does this confirm an order already submitted by phone or fax? yes no

Payment terms are net 30 days.

Check

Check enclosed

Credit Card

MasterCard VISA

Credit Card Number

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Credit Card Security Code _____

Expiration Date _____

Authorized Signature _____

Should we have a question concerning your order, please provide:

Contact Name _____ Phone _____ E-mail _____

ORDER #		DESCRIPTION	QUANTITY (Packs, etc.)	UNIT PRICE	EXTENDED PRICE
Letters	Numbers				
FJ					

Need more space? Download an order form from CurriculumAssociates.com/orderform

Need a Speedy Delivery?
 Call or fax our Customer Service Team with your merchandise total and they will quote shipping charges for overnight or second-day delivery.
—U.S. ONLY—

*Shipping Charges

U.S. — 10% of merchandise total (\$10.99 minimum)

Canada — 12% of merchandise total (\$10.99 minimum)

International — Please call for a shipping cost quote

**Sales/Use Tax and GST

If tax exempt, please attach a copy of your exemption certificate.

MERCHANDISE TOTAL

AZ, IA, MD Sales Tax**

Shipping*

SUBTOTAL

CA, CT, FL, IN, MA, NC, WA Sales Tax/Canada GST**

TOTAL
 Minimum order is \$35.00.
 Please invite another teacher to order with you!