

# 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 website. 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.

### SES Provider Policy

Order quantities for your near-term requirements, especially since most orders ship within 48 hours. We honor returns only up to 90 days after the invoice date.

### Duplicate Catalogs?

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

### 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 48 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.**

### Web/Software Programs

If you are dissatisfied with any of our software and Web-based programs in any way during the lifetime of your contract, you may, upon request, return it for a pro-rated refund for the remaining time left in the contract.

# Don't forget to order Teacher Guides!

BILL TO		SHIP TO	
Date _____	_____	<input type="checkbox"/> Same as Bill To Address	_____
District/Organization _____	_____	School/Organization _____	_____
Attn: _____	_____	Attn: _____	_____
Street Address _____	_____	Street Address _____	_____
City _____	_____	City _____	(UPS and FedEx Ground do not deliver to P.O. Boxes)
State/Province _____ ZIP/Postal Code _____	_____	State/Province _____ ZIP/Postal Code _____	_____
Phone _____ Ext. _____	_____	Phone _____ Ext. _____	_____
Fax _____	_____	Fax _____	_____
E-mail _____	_____	E-mail _____	_____
Requester's Title _____	_____	Program _____	_____
	Grade(s)		

## 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	Check	Credit Card
<input type="checkbox"/> Bill School/District <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Purchase Order # _____ Does this confirm an order already submitted by phone or fax? <input type="checkbox"/> yes <input type="checkbox"/> no  Payment terms are net 30 days.	<input type="checkbox"/> Check enclosed	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA Credit Card Number <div style="border: 1px solid black; width: 100%; height: 20px;"></div> 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				
FR					

Need more space? Download an order form from [CurriculumAssociates.com/orderform](http://CurriculumAssociates.com/orderform)

<div style="border: 1px solid black; padding: 5px;"> <p><b>Need a Speedy Delivery?</b> Call or fax our Customer Service Team with your merchandise total and they will quote shipping charges for overnight or second-day delivery. <b>—U.S. ONLY—</b></p> </div>	<p><b>*Shipping Charges</b> 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</p>	<p>MERCHANDISE TOTAL</p>
	<p><b>**Sales/Use Tax and GST</b> If tax exempt, please attach a copy of your exemption certificate.</p>	<p>AZ, IA, MD, UT Sales Tax**</p>
	<p><b>Shipping*</b></p>	<p><b>SUBTOTAL</b></p>
	<p>CA, CT, FL, IN, MA, NC, NE, VA, WA Sales Tax/Canada GST**</p>	<p><b>TOTAL</b> Minimum order is \$35.00. Please invite another teacher to order with you!</p>