Order Form

Three easy ways to order

1 Fax: (800) 366-1158
2 Call: (800) 225-0248
   (Mon–Thurs 8:30 a.m.–6 p.m. and Fri 8:30 a.m.–5 p.m. Eastern Time)
3 Mail: ATTN: CUSTOMER SERVICE DEPT.
   Curriculum Associates, LLC
   153 Rangeway Road
   North Billerica, MA 01862-2013

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 US funds. For current pricing in $CDN,
visit our website. Invoiced totals are presented in Canadian and US funds. Credit
card transactions are initially charged in US 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 US funds. International customers must
prepay. Please fax (978) 667-5706 or email Info@cainc.com. Pay by MasterCard,
VISA, or American Express (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 email 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
Based on Curriculum Associates’ corporate policy of September 2013, orders
from bookstores and resellers are no longer accepted. This policy ensures our
Sole Source Publisher and Supplier status remains intact, as required by our
contracts with various entities.

Should your customers need additional information on Curriculum Associates’
materials or help placing an order, our Customer Service Department may be
reached at (800) 225-0248 or Info@cainc.com.

SES Provider Policy
Order quantities for your near-term requirements, especially because most
orders ship within 2–3 business days. We honor returns only up to 90 days after
the invoice date.

Mailing Payments
Inside the US please address to:
Curriculum Associates, LLC
P.O. Box 93660
Atlanta, GA 31193-6600
Outside the US please address to:
Curriculum Associates, LLC
153 Rangeway Road
North Billerica, MA 01862-2013

Shipping
Most orders ship within 2–3 business days via UPS, FedEx Ground, parcel post,
or truck. Sorry, no C.O.D.s. Need a speedy delivery? US Only—Call us with your
merchandise total and we’ll quote shipping charges for overnight or second-day
delivery. F.O.B. North Billerica, MA.

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

Returns
Success is guaranteed! Agree that any print 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.
Before returning material, please call our Customer Service Department
at (800) 225-0248 for return authorization. When returning material, please include
your return authorization number and the return form found on the back of your
packing slip. We do not accept returns on individually sold Teacher Toolbox access
packs, materials that have been used and/or are not in “saleable condition,”
individual components of Ready Student and Teacher Sets, Ready packages, or
BRIGANCE kits.

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

For returns from the US please address to:
ATTN: RETURNS DEPT/WAREHOUSE
Curriculum Associates, LLC
1 Distribution Center Circle
Unit 200
Littleton, MA 01460

For returns from Canada:
The UPS Store
Attn: Returns Department
3-1750 The Queensway
Suite 200
Etobicoke, ON M9C 5H5

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 or web-based programs in any way
during the lifetime of your contract, you may, upon request, return it for a pro-
rated exchange, credit, or refund for the remaining time left on the subscription.
### ORDER FORM

**Don’t forget to order Teacher Guides!**

### HOW TO ORDER

**Prices are quoted in US funds and are subject to change without notice.**

#### BILL TO
- Date: 
- District/Organization: 
- Attn: 
- Street Address: 
- City: 
- State/Province: 
- ZIP/Postal Code: 
- Phone: 
- Ext: 
- Fax: 
- Email: 
- Requester’s Title: 

#### SHIP TO
- Same as Bill To Address
- School/Organization: 
- Attn: 
- Street Address: 
- City: 
- State/Province: 
- ZIP/Postal Code: 
- Phone: 
- Ext: 
- Fax: 

#### CHOOSE PAYMENT METHOD
- Check enclosed

Prepayment is required for personal and overseas orders.

- If paying via credit card, please contact Customer Service at (800) 225-0248, Option 4 to place your order.

For accounts with payment terms, and if not paying by check or credit card, you must include a PO #

### ORDER # | DESCRIPTION | QUANTITY (Packs, etc.) | UNIT PRICE | EXTENDED PRICE
---|---|---|---|---

#### 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.

—US ONLY—

#### *Shipping Charges*
- **United States**
  - Less than $1,000: 12% with a $12.99 minimum freight charge
  - $1,000 to $5,000: 10%
  - $5,000 to $100,000: 8%
  - Exceeds $100,000: 6%
- **Canada**
  - 2% of merchandise total ($12.99 minimum freight charge)
- **International**
  - Please call for a shipping cost quote.

#### **Sales/Use/Excise Tax and GST**
- If tax exempt, please attach a copy of your state-issued exemption certificate.

**MERCHANDISE TOTAL**

**Shipping**

**SUBTOTAL**

**TOTAL**

Minimum order is $35.00.

Prices are quoted in US funds and are subject to change without notice.