

Order Form

Three easy ways to order

- 1 Fax:** 800-366-1158
- 2 Call:** 800-225-0248
(Mon–Thurs 8:30 am–7:00 pm, Fri 8:30 am–5:00 pm Eastern Time)
- 3 Mail:** ATTN: CUSTOMER SERVICE DEPT.
Curriculum Associates, LLC
153 Rangeway Road
North Billerica, MA 01862-2013



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 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 since most orders ship within 2–3 business days. We honor returns only up to 90 days after the invoice date.

Mailing Payments

Inside the U.S. please address to:

Curriculum Associates, LLC
P.O. Box 4119
Woburn, MA 01888-4119

Outside the U.S. 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? **U.S. 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," or individual components of Ready Student and Teacher Sets or BRIGANCE Kits.

For returns from the U.S. 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!

BILL TO

Date _____

District/Organization _____

Attn: _____

Street Address _____

City _____

State/Province _____ ZIP/Postal Code _____

Phone _____ Ext. _____ Fax _____

Email _____

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 _____

Email _____

Program _____

CHOOSE PAYMENT METHOD

Pre-payment is required for personal and overseas orders.

Check enclosed

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

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

Contact Name _____

Phone _____

Email _____

For accounts with payment terms: PO # _____

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

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**

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 12% of merchandise total (\$12.99 minimum)	
International Please call for a shipping cost quote.	

F.O.B. North Billerica, MA

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

MERCHANDISE TOTAL	
FL,IA,MD,MI,OK,SC,UT Sales Tax**	
Shipping*	
SUBTOTAL	
AL,AZ,CA,CO,CT,DC,GA,HI,IL,IN,KY,LA,MA,ME,MN,MO,MS,NC,NE,NJ,NY,OH,PA,TN,TX,VA,WA,WI Sales Tax/Canada GST**	
TOTAL	
Minimum order is \$35.00. Please invite another teacher to order with you!	