



Book and Poster Order Form

Please allow 2 weeks for delivery.

Shipping Address:

(This is the address where books will be shipped.)

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Is this address Work or Home ?

Preferred email address _____

(This will be used for all correspondence, so please print clearly!)

Bill To: (if different from Shipping Information)

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Payment Method:

Check (payable to Keys to Literacy, LLC) Purchase Order # _____ (attach PO if available)

Credit Card: VISA MASTERCARD AMERICAN EXPRESS

Card #: _____

Cardholder Name: _____ Exp. Date: _____

Cardholder Signature: _____

Order Form:

QTY	Item #	Description	Unit Cost	Total
	BK-KBR	Book: Keys to Beginning Reading (<i>see special shipping</i>)	\$99	
	BK-KC	Book: The Key Comprehension Routine: Grades 4-12	\$42	
	BK-V	Book: The Key Vocabulary Routine	\$42	
	BK-EW	Book: Keys to Early Writing	\$42	
	BK-CW	Book: Keys to Content Writing	\$42	
	P-QT	Poster: Question Terms	\$5	
	P-TW	Poster: Transition Words	\$5	
	P-ST	Poster: Summary Template	\$5	
	P-BT	Poster: Bloom's Taxonomy	\$5	
	P-4P	Poster: Sample Pack (1 each of 4 posters above)	\$15	
	P-PW	Poster: The Process Writing Routine	\$5	
SHIPPING (see rates below):				
MA Residents/Companies Only: Add 6.25 MA sales tax. (MA tax exempt organizations: the tax MUST be added unless a tax exempt form is provided with this order . The order will not be processed without the form.)				
TOTAL:				

Shipping & handling rates for courses that include books:

United States: \$10 for 1st book/sample pack; \$5 for each additional one delivered to the same address; \$3 for 1st poster, \$1 for each addition poster

Keys to Beginning Reading book: \$11 for 1st book; \$8 for each additional book delivered to the same address

International: \$32 for each book

- Allow 2 weeks delivery for books in US, 4 weeks for international orders.

Return Policy: Books can be returned in new/unused condition for full refund. Shipping charges are non-refundable.

<p>Mail form with check, OR mail/fax/scan & email form with PO or credit card information to:</p> <p>Keys to Literacy, 319 Newburyport Tpke, Suite 205, Rowley, MA 01969</p> <p>FAX: 978-948-8611 Email: Melissa@keystoliteracy.com</p> <p>QUESTIONS? Contact Melissa@keystoliteracy.com</p>
