

ORDER FORM

ORDER BY PHONE

For questions regarding placing an order call toll-free **1-888-698-8463**, and ask for Customer Service Monday–Thursday 8:30 am to 5:30 pm EST. Friday, 8:30 am to 5:00 pm EST.

FAX YOUR ORDER

Fax to **914-206-6444**, 24-hours a day, 7 days a week or e-mail your order to **orders@activatelearning.com**.

MAILING ADDRESS:

**Activate Learning, 44 Amogerone Crossway #7862
Greenwich, CT 06830**

Item # (ISBN)	Qty	Title	Unit Price	Total Price

Bill to:

Name _____
 Title _____
 School System _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ best time to call _____
 email _____

Subtotal	_____
12% Shipping and Handling	_____
Total	_____

Taxes will be added where they apply.
 For tax exempt orders "Sales Tax Certificate" must be supplied to process orders.
 Note: All prices are subject to change.

Ship to (if different than Bill to):

Name _____
 Title _____
 School System _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ best time to call _____
 email _____

Purchase Order # _____
 Amex® Discover® MasterCard® Visa®
 Card # _____
 Expiration Date _____
 CVV (security code) _____
 Signature _____

ORDERING INFORMATION

Phone: To expedite your order, simply call us toll-free **1-888-698-8463**, and ask for Customer Service Monday-Thursday, 8:30 A.M. to 5:30 P.M. Friday 5:00 P.M. EST.

Fax: Fax your order to **914-206-6444**.

Visit our Website @ www.activatelearning.com

Mail to: Activate Learning, 44 Amogerone Crossway #7862 Greenwich, CT 06830

Please provide us with the information listed below:

- Complete billing address, including: name, title, school district, phone number, street address, city, state, zip code, or locally-required postal code.
- Complete shipping address if different from the billing address. This must include name, title, school district, phone number, street address, city, state, zip code, or locally required postal code. No P.O. Boxes please.
- Your purchase order number
- Description of product, quantity, title, ISBN.
- The date by which the materials are needed.
- Specific shipping instructions.
- If using a purchase order number, a copy of the signed purchase order must accompany the order form.
- If tax exempt: You must supply a copy of your tax exempt certificate with your order.

AMEX®, Discover®, VISA® and MasterCard® are accepted for your convenience.

Additional charges may apply depending on the size of the order.

Instructor Materials: Proper documentation must be supplied for the purchase of teacher's materials not shipped to a recognized educational institution. These materials will not be shipped to a non-recognized educational institution.

Online Teacher's Edition: An online license for a Teacher's Edition is available at no charge with the annual purchase of a student text for each student per unit. An initial purchase of corresponding kits is also required. The license is valid for 6 years.

TERMS & AGREEMENTS

Prices: All prices are subject to change. Orders will be filled at prices current upon receipt of your order. Our terms are net 30 upon receipt of order. For payment matters including application questions, call us toll-free **1-888-698-8463** or e-mail us at csr@activatelearning.com.

Transportation and Handling: To ensure prompt delivery of your order, we suggest that you place orders as early as possible. It is suggested that you request rush such shipment ONLY when essential. If rush shipments are necessary there will be an additional shipping charge. Please note: There are additional shipping costs that will be applied to Alaska, Hawaii and international orders.

Returns: Please check your order before affixing school stamps to material. STAMPED OR MARKED BOOKS CANNOT BE RETURNED FOR CREDIT.

Merchandise may not be returned without prior authorization. Please call us toll-free **1-888-698-8463** and have your purchase order number available. We will accept returns within 60 days at the customer's shipping expense. All items must be resale-able condition.

Return authorization numbers should be on all packages and include a copy of the original invoice. A credit for the approved items returned will be processed, less a 25% restocking fee.

Note: kit orders only can be modified or canceled within 10 days of the confirmation of your order.

Damaged Merchandise: Please notify us immediately of any times damaged in transit or any other discrepancies by calling us toll-free **1-888-698-8463**. All claims for damages and/or shortages must be made within 30 days after receipt or merchandise.

If the customer feels that certain books purchased from *Activate Learning* have binding defects, the customer must provide a representative book as an example of the defective binding. When these books are returned to *Activate Learning* and verified by us to be defective, they will be replaced on an equitable depreciation scale reflecting the elapsed time from the original purchase of the book(s) to date of return.