Order Form

Three easy ways to order

1 Fax: (800) 366-1158
2 Call: (800) 225-0248
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 the catalog are in US$; For current pricing in CDN$, visit our website. Invoiced totals are presented in Canadian and US dollars. Credit card transactions are initially charged in US funds. Credit card providers 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 the catalog are in US$. 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 if it appears on the card, the address where the credit card is mailed, and your email address) or contact our customer service team with special instructions and assistance.

Returns
Please examine your order upon receipt. If you are dissatisfied with any of our software or web-based programs in any way, or you may return it for a prompt and courteous exchange, credit, or refund. Returns of its sales tax exemption certificate.

Mailing Payments
Inside the US please address to:
Curriculum Associates, LLC
PO Box 59660
Atlanta, GA 30310-6600

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, FedExGround, parcel post, or truck. Sorry, no CODs. Need a speedy delivery? US Only—Call us with your merchandise total and we’ll quote shipping charge for overnight or second-day delivery F.O.B. North Billerica, MA.

Canadian Orders
Before returning material, please call our Customer Service Department at (800) 225-0248 for 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 “salable condition,” individual components of Ready Student and Teacher Sets, Ready packages, or BRIEFS kits.

Prepayment is required for personal and overseas orders. Shipping charges are quoted on our website. 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 # (orders@cainc.com) our Customer Service team with special instructions and assistance.

Order Form

Entrepreneurship:

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

SHIP TO
Date
School/Organization
Attn
Street Address
City
State/Province
ZIP/Postal Code
Phone
Ext.
Fax
Email
Program

CHOOSE PAYMENT METHOD

Prepayment is required for personal and overseas orders.

☐ Check enclosed

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MERCHANDISE TOTAL

$1,000 to $4,999.99 10% of order
$74.99 or less Max charge of $12.75

*Shipping Charges

United States

CNF or less

$10.00

10% of order

$12.00 (Minimum)

12% of merchandise total

Canada

CNF or less

10% of order

$15.00 (Minimum)

12% of merchandise total

International

Please call for a shipping cost quote.

FL, IA, ID, IN, MI, MO, OR, SC, UT, WV Sales Tax**

Shipping*

SUBTOTAL

AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IL, IN, KS, KY, LA, MA, ME, MN, MO, MS, NC, ND, NE, NJ, NM, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, VA, VT, WA, WI, WV, WIS, West Virginia Sales Tax/Canada GST/HST/PST/ QST**

TOTAL

Minimum order is $1,000.

please call for a shipping cost quote.

Attn:

Speedy Delivery?

Call or email (ordering inquiry) your Customer Service team with your merchandise total and we will quote shipping charges for overnight or second-day delivery.

US ONLY—

**Sales/Use/Excise Tax and GST

If exempt, please attach a copy of your state-issued exemption certificate.

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