



# Book and Poster Order Form

*Please allow 2 weeks for delivery*

## Shipping Address:

Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Bill To: (if different from Shipping Information)

Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Payment Method:

Check (payable to Keys to Literacy, LLC)     Purchase Order # \_\_\_\_\_ (Attach signed PO)

Credit Card    VISA     MASTERCARD     American Express

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_                      Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_                      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Order Form:

Qty	Item #	Description	Unit cost	Total
	BK-KC	Book: The Key Comprehension Routine: Grades 4-12	\$40.00	
	BK-KCP	Book: The Key Comprehension Routine: Primary Grades K-3	\$40.00	
	BK-V	Book: The Key Vocabulary Routine	\$40.00	
	BK-CW	Book: Keys to Content Writing	\$40.00	
	BK-EW	Book: Keys to Early Writing	\$40.00	
	P-QT	Poster: Question Terms	\$5.00	
	P-TW	Poster: Transition Words	\$5.00	
	P-ST	Poster: Summary Template	\$5.00	
	P-BT	Poster: Bloom's Taxonomy	\$5.00	
	P-4P	Poster: Sample Pack (1 each of 4 posters above )	\$15.00	
	P-PW	Poster: The Process Writing Routine	\$5.00	

**Sales Tax (MA residents only):** Add 6.25% sales tax or provide Tax Exempt # \_\_\_\_\_

**Total Order**    \$ \_\_\_\_\_

**MA Sales Tax (6.25%)**    \$ \_\_\_\_\_

**Shipping**    \$ \_\_\_\_\_

**US Shipping & Handling:** \$7.00 for 1st book/Sample Pack; \$1.50 for each additional one; \$2.50 for 1st poster, \$1.00 for each additional poster

**International Shipping & Handling:** \$10.00 for 1st item; \$10.00 for each additional item

**Total**    \$ \_\_\_\_\_

## How to Order:

Mail order form with payment to:  
**Keys to Literacy**, 319 Newburyport Turnpike, Suite 205,  
 Rowley, MA 01969 OR

Fax order form with signed Purchase Order to: **978-948-8611**

**Questions: Call 978-948-8511 or  
 email: [info@keystoliteracy.com](mailto:info@keystoliteracy.com)**