**Order Form**

***Key Vocabulary Routine***

***DIRECTIONS: Please complete and submit this form via email to amanda@keystoliteracy.com AT LEAST 3 WEEKS BEFORE THE FIRST TRAINING SESSION.***

**LEVEL I TRAINER INFORMATION**

Name:       Phone Number:

Email:       Sponsoring Organization:

**DATES OF TRAINING:**

 **SHIPPING INFORMATION**

Name:

School/District/Organization:

Address:

City:       State:       Zip:

**BILLING INFORMATION**

Name:

School/District/Organization:

Address:

City:       State:       Zip:

Phone Number:       Email:

**PAYMENT INFORMATION**

☐ **Check** (made payable to Keys to Literacy, LLC)

☐ **Purchase Order No.**

*Please attach signed PO or supply a date when the PO will be sent. PO must be submitted* ***before*** *books are shipped and participants are registered.*

**ORDER DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUANTITY** | **ITEM #** | **DESCRIPTION** | **UNIT COST** | **ORDER TOTAL** |
|       | KV-LV1 | Registration fee for *Key Vocabulary Routine* Level I training (includes training book and online course) | $149 (per person) |       |
|       | Shipping | US Shipping & Handling: $10.00 for 1st & $2.00 for each additional item. |  |       |
| **TOTAL AMOUNT DUE:**  |       |

**MAIL** completed order form with check or Purchase Order to:

**Keys to Literacy**

**319 Newburyport Turnpike, Suite 205**

**Rowley, MA 01969**

**OR**

**FAX** or **EMAIL** completed order form with Purchase Order to **(978) 948-8611** or **amanda@keystoliteracy.com**

***Please allow three weeks for delivery***.