



ONLINE COURSE ORDER FORM – Learning A-Z

Expires December 31, 2023

Use this form to order online courses for individuals.

For bulk ordering of multiple registrations, please contact Keys to Literacy for a template to complete with participants names and email addresses.

Shipping Address:

(This is the address where books for courses 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 about the course, 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 (prices reflect a Learning A-Z 10% discount):

<i>QTY</i>	<i>Item #</i>	<i>Description</i>	<i>Unit Cost</i>	<i>Total</i>
	KCW-OC	Keys to Content Writing <i>(includes a free training book)</i>	Single User \$190 8 or more: \$170	
	KEW-OC	Keys to Early Writing <i>(includes a free training book)</i>	Single User \$190 8 or more: \$170	
SHIPPING (see rates below):				
TOTAL:				

***Applicable taxes for Arizona, Arkansas, Georgia, Louisiana, North Carolina, Ohio and Pennsylvania will be applied when order is processed.**

Shipping & handling rates for courses that include books:

United States: \$12.00 for 1st course; \$5 for each additional course delivered to the same address

International: \$35 for each course. We regret that at this time we can only accept orders from and ship books to Canada, Europe and Australia. We apologize for any inconvenience.

- Allow 2 weeks delivery for books in US, 4 weeks for international orders.
- You have access to the course for two years.
- You will be able to print a certificate of participation upon completion of the course.
- **Courses are non-transferrable. Once a participant has confirmed/logged into their account it cannot be transferred to a new participant.**

Return Policy: Books can be returned in new/unused condition for full refund. Access to online course will be stopped. Shipping charges are non-refundable. Purchaser responsible for return shipping costs.

<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>
