



## Book and Poster Order Form

*Please allow 2 weeks for delivery.*

### Shipping Address:

*(This is the address where books 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, 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:**

<b>QTY</b>	<b>Item #</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Total</b>
	BK-KBR	Book: Keys to Beginning Reading ( <i>see special shipping</i> )	<b>\$113</b>	
	BK-KC	Book: The Key Comprehension Routine: Grades 4-12	<b>\$47</b>	
	BK-V	Book: The Key Vocabulary Routine	<b>\$47</b>	
	BK-EW	Book: Keys to Early Writing	<b>\$47</b>	
	BK-CW	Book: Keys to Content Writing	<b>\$47</b>	
	P-QT	Poster: Question Terms	<b>\$6</b>	
	P-TW	Poster: Transition Words	<b>\$6</b>	
	P-ST	Poster: Summary Template	<b>\$6</b>	
	P-BT	Poster: Bloom's Taxonomy	<b>\$6</b>	
	P-4P	Poster: Sample Pack (1 each of 4 posters above)	<b>\$17</b>	
	P-PW	Poster: The Process Writing Routine	<b>\$6</b>	
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:

**United States:** \$12 for 1<sup>st</sup> book/sample pack; \$5 for each additional one delivered to the same address; \$3 for 1<sup>st</sup> poster, \$1 for each addition poster

**Keys to Beginning Reading book:** \$13 for 1<sup>st</sup> book; \$8 for each additional book delivered to the same address

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

- Allow 2 weeks delivery for books in US, 4 weeks for international orders.

Return Policy: Books can be returned in new/unused condition for full refund within 30 days of purchase. Shipping charges are non-refundable. Purchaser responsible for return shipping costs.

Mail form with check, OR mail/fax/scan & email form with PO or credit card information to:

Keys to Literacy, 319 Newburyport Tpke, Suite 205, Rowley, MA 01969

FAX: 978-948-8611 Email: [Melissa@keystoliteracy.com](mailto:Melissa@keystoliteracy.com)

**QUESTIONS?** Contact [Melissa@keystoliteracy.com](mailto:Melissa@keystoliteracy.com)