



ONLINE COURSE ORDER FORM

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 some 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:

QTY	Item #	Description	Unit Cost	Total
	OC-KBR	Keys to Beginning Reading (includes training book)	Single User \$414 8 or more: \$330	
	OC-KC	The Key Comprehension Routine: Grades 4-12 (includes training book)	Single User \$215 8 or more: \$195	
	OC-KV	The Key Vocabulary Routine (includes training book)	Single User \$215 8 or more: \$195	
	OC-KCW	Keys to Content Writing (includes training book)	Single User \$215 8 or more: \$195	
	OC-KEW	Keys to Early Writing (includes training book)	Single User \$215 8 or more: \$195	
	OC-TCN	How to Teach Two-Column Note Taking	\$65	
	OC-QG	How to Teach Question Generation	\$45	
	OC-UD	Understanding Dyslexia	\$105	
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

Keys to Beginning Reading book: \$13 for 1st course; \$8 for each additional book 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 within 30 days of purchase. Access to online course will be stopped. Shipping charges are non-refundable. Purchaser responsible for return shipping costs.

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

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

Email: Melissa@keystoliteracy.com

QUESTIONS? Contact Melissa@keystoliteracy.com