



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:

QTY	Item #	Description	Unit Cost	Total
	BK-KBR	Book: Keys to Beginning Reading (<i>see special shipping</i>)	\$115	
	BK-KC	Book: The Key Comprehension Routine: Grades 4-12	\$48	
	BK-V	Book: The Key Vocabulary Routine	\$48	
	BK-EW	Book: Keys to Early Writing	\$48	
	BK-CW	Book: Keys to Content Writing	\$48	
	P-QT	Poster: Question Terms	\$7	
	P-TW	Poster: Transition Words	\$7	
	P-ST	Poster: Summary Template	\$7	
	P-BT	Poster: Bloom's Taxonomy	\$7	
	P-4P	Poster: Sample Pack (1 each of 4 posters above)	\$18	
	P-PW	Poster: The Process Writing Routine	\$7	
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: \$13 for 1st book/sample pack; \$6 for each additional one delivered to the same address; \$6 for 1st poster, \$2 for each addition poster

Keys to Beginning Reading book: \$15 for 1st book; \$9 for each additional book delivered to the same address

International: \$39 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 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