



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)

Order Form:

QTY	Item #	Description	Unit Cost	Total
	BK-KBR	Book: Keys to Beginning Reading (<i>see special shipping</i>)	\$120	
	BK-KC	Book: The Key Comprehension Routine: Grades 4-12	\$50	
	BK-V	Book: The Key Vocabulary Routine	\$50	
	BK-EW	Book: Keys to Early Writing	\$50	
	BK-CW	Book: Keys to Content Writing	\$50	
	BK-KAL	Book: The Essentials of Adolescent Literacy	\$39.95	
	BK-WR	Book: The Writing Rope	\$39.95	
	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 will be applied when order is processed. If tax exempt please include your exemption certificate.**

Shipping & handling rates:

United States: \$14 for 1st book/sample pack; \$7 for each additional one delivered to the same address; \$6 for 1st poster, \$2 for each additional poster delivered to the same address.

Keys to Beginning Reading book: \$16 for 1st book; \$10 for each additional book delivered to the same address.

International: \$45 for each book.

- 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:

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

Email: Melissa@keystoliteracy.com

QUESTIONS? Contact Melissa@keystoliteracy.com