



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)

Order Form:

QTY	Item #	Description	Unit Cost	Total
	OC-KBR	Keys to Beginning Reading (includes training book)	Single User \$415 8 or more: \$330	
	OC-KC	The Key Comprehension Routine: Grades 4-12 (includes training book)	Single User \$225 8 or more: \$200	
	OC-KV	The Key Vocabulary Routine (includes training book)	Single User \$225 8 or more: \$200	
	OC-KCW	Keys to Content Writing (includes training book)	Single User \$225 8 or more: \$200	
	OC-KEW	Keys to Early Writing (includes training book)	Single User \$225 8 or more: \$200	
	OC-KAL	Keys to Adolescent Literacy (includes training book)	Single User \$415 8 or more: \$330	
	OC-KAL1	Keys to Adolescent Literacy Module 1: Literacy Basics (book sold separately)	\$49	
	OC-KAL2	Keys to Adolescent Literacy Module 2: What is adolescent literacy? (book sold separately)	\$49	
	OC-KAL3	Keys to Adolescent Literacy Module 3: Overview of Vocabulary Instruction (book sold separately)	\$69	
	OC-KAL4	Keys to Adolescent Literacy Module 4: Overview of Comprehension Instruction (book sold separately)	\$69	
	OC-KAL5	Keys to Adolescent Literacy Module 5: Text Structure to Support Reading and Writing (book sold separately)	\$49	
	OC-KAL6	Keys to Adolescent Literacy Module 6: Overview of Writing Instruction (book sold separately)	\$49	
	OC-KAL7	Keys to Adolescent Literacy Module 7: Supporting Learning Through Discussion (book sold separately)	\$49	
	OC-KAL8	Keys to Adolescent Literacy Module 8: Advanced Word Study and Fluency (book sold separately)	\$49	
	OC-KAL10	Keys to Adolescent Literacy Module 10: Adolescent Students with Literacy Difficulties (book sold separately)	\$49	
	OC-KAL11	Keys to Adolescent Literacy Module 11: Data-driven Reading Intervention (book sold separately)	\$49	
	BK-KAL	Book: The Essentials of Adolescent Literacy	\$39.95	
	OC-TCN	How to Teach Two-Column Note Taking	\$570	

	OC-QG	How to Teach Question Generation	\$50	
	OC-UD	Understanding Dyslexia	\$120	
SHIPPING (see rates below):				
*TOTAL:				

***Applicable taxes will be applied when order is processed. If tax exempt please include your exemption certificate.**

Shipping rates for courses that include books:

United States: \$14 for 1st course; \$7 for each additional course delivered to the same address

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

International: \$45 for each course.

- 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 to:

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

Email: Melissa@keystoliteracy.com

QUESTIONS? Contact Melissa@keystoliteracy.com