ORDER FORM

A+ Literacy Education And Development

OUTLET & WAREHOUSE SUPPLY

L.E.A.D.

LITERACY EDUCATION AND DEVELOPMENT, INC.

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Houston, TX 77244-1266
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Toll Free: 888-558-1984 • 888-558-1979
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www.LiteracyEdServices.com

DATE _____ **PURCHASE ORDER NO.** _____

BILL TO: _____

ATTENTION TO: _____

STREET: _____

CITY ♦ STATE ♦ ZIP: _____

PHONE #: _____

EMAIL ADDRESS: _____

SHIP TO: _____

ATTENTION TO: _____

STREET: _____

CITY ♦ STATE ♦ ZIP: _____

PHONE NUMBER: _____

ORDER NEEDED (Date): _____

AUTHORIZED BY: _____
(Signature and Position)

ORDERING INFORMATION

WRITING THE ORDER ♦ To ensure accuracy and promptness in filling your order, be sure all categories on the order form are completed. If the information given is incomplete, it may be necessary to delay your order until we receive clarification.

PRICES ♦ All prices are subject to change because of possible producer price changes. We bill at the producer's latest selling price. In case of sizeable increase in prices, we shall notify you prior to shipment for confirmation.

SHIPPING CHARGES ♦ Minimum shipping and handling charge is $4.50. Overseas shipments subject to actual U.S.P.O. rates. *Overpayment of $1.00 or more for shipping charges will be refunded. When weight and/or UPS is indicated for a product,* additional shipping charges may apply. Items marked "F.O.B. Factory" will incur shipping charges from the factory location.

FREE SHIPPING ♦ For orders over $100.00.

TERMS ♦ Net 30 days to schools and other authorized institutions. Remittance must accompany orders from individuals.

RETURNS ♦ Returns will not be accepted without prior authorization from us. When requesting authorization to make returns please include billing invoice number. Materials being returned must be in saleable condition and should be insured since you are responsible for all materials invoiced.

ORDER NUMBER	QUANTITY	DESCRIPTION (Color if Applicable)	PAGE #	PRICE EACH	TOTAL PRICE

PAYMENT METHOD

☐ **CHECK** $_____ _____
Amount **Check #**

_____ _____
Signature **Date**

There's no business like your business, and we appreciate your business!

TOTAL THIS SIDE		
TOTAL OTHER SIDE		
TOTAL ORDER		
SALES TAX (If Applicable)		
FREE SHIPPING (For orders over $100.00)		
TOTAL		

ORDER NUMBER	QUANTITY	DESCRIPTION (Color if Applicable)	PAGE #	PRICE EACH	TOTAL PRICE
		TOTAL THIS SIDE			