ENGAGING SCHOOLS
Connect • Collaborate • Learn

ORDER FORM

Bill to:_____

Organization:_____

Street Address:_____

_____

City:_____

State:_____ Zip Code:_____ Country:_____

Phone Number:_____

Is this a residential or commercial address?_____

Fax Number:_____

Email: _____

Ship to:_____

Organization:_____

Street Address:_____

_____

City:_____

State:_____ Zip Code:_____ Country:_____

Phone Number:_____

Is this a residential or commercial address?_____

Fax Number:_____

Email: _____

CODE	Description	Quantity	Price	Total
				Subtotal
	Call 800.370.2515 ext. 33 to take advantage of BULK DISCOUNTS!			Shipping
				*Donation
				Total

*Engaging Schools depends on gifts from individuals to carry out its mission. Please consider adding a tax-deductible donation to your order. Thank you!

Payment Method

☐ **Check** (please make out to Engaging Schools)   ☐ **Purchase Order** (please attach this form)

☐ **MasterCard**   ☐ **Visa**   ☐ **American Express**

Card Number:_____ Expiration Date:_____

**CVV Code:_____ Signature:_____

**This number is printed on your MasterCard & Visa cards in the signature area of the back of the card. It is the last 3 digits AFTER the credit card number in the signature area of the card. It is a 4-digit code on the front of AMEX cards.

Shipping Policy

Continental United States Customers: All orders will be shipped within 1-2 weeks via UPS Ground (we therefore cannot accept P.O. Box addresses)

Alaska, Hawaii and Canada Customers: We will contact you via email or phone within 72 hours of receiving the order to discuss shipping options/rates

International Customers: We recommend placing your order through www.amazon.com for the best shipping rates

Shipping Rates (Continental United States only): Orders totaling up to $74.99, add $7.50; Orders totaling $75.00 and over add 10% of order total

Rush Orders: If you would like your order to be rushed, please call 1.800.370.2515 or 617.492.1764 for details

Send Orders to: Engaging Schools, 23 Garden Street, Cambridge, MA 02138 or fax to 617.864.5164

Customer Service: Call 1.800.370.2515 or 617.492.1764 or email orders@engagingschools.org

Satisfaction Guaranteed: If you are not satisfied with your order, please contact us to arrange to return the product for a refund within 30 days