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
Call 800.370.2515 ext. 33 to take advantage of BULK DISCOUNTS!			Subtotal	
			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: If possible, we recommend placing your order through Amazon for the best shipping rates
Shipping Rates (Continental United States only): Orders totaling up to $49.99, add $8.50; Orders totaling $50.00 and over, add 12% of order total
Rush Orders: If you would like your order 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