LEARNING RESOURCES®

**CONVENIENT WAYS TO SHOP**

1. **LearningResources.com**
2. **1-800-333-8281**
3. **1-888-892-8731 (Fax)**
4. **Learning Resources, Mail Order Department, 380 N Fairway Dr., Vernon Hills, IL 60061**

## Shipping Address

Name / Organization name

Address

City/State/Zip

## Contact Information

Daytime Phone

( )

If we have questions about your order.

E-mail Address

We will e-mail you UPS shipping and tracking information.

## Order Form

| Quantity | Item No. | Item Name | Item Price | Total |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | (Please make copies of this form if you have additional items) | | |

## Payment Method

❒ My Organization's Purchase Order # _____ is enclosed (payable to Learning Resources®)

❒ My Organization's Business Check # _____ is enclosed (payable to Learning Resources®)

*In order to process a school check, your telephone number is required.*
*Personal checks and money orders not accepted.*

❒ VISA ❒ MasterCard ❒ American Express ❒ Gift Card

Account Number

Signature of Cardholder Expiration Date: Month Year

| | |
|---|---|
| SUBTOTAL | $ |
| Promo Code _____ | |
| Shipping & Handling | $ |
| Sales Tax* | $ |
| Gift Card Code _____ | ($ enter amount ) |
| ORDER TOTAL | $ |

## 100% Satisfaction Guaranteed!

*It is important to us that you are 100% satisfied with your purchase. If you are not, contact us within 90 days, and we will gladly replace it, exchange it or return it for a full refund.*

## Sales Tax Requirements

We are required by state law to apply sales tax for the following states (USA only). AL, AR*, AZ, CA, CO*, CT*, DC*, FL*, GA*, IA, ID, IL, IN*, KS*, KY*, MA, MD, ME, MI*, MN*, MO*, NC*, ND*, NE*, NJ, NM*, NV*, NY*, OH*, PA*, RI*, SC*, TN*, TX*, UT*, VA, VT, WA*, WI* and WV*. *These states also charge sales tax on delivery charges.

## Shipping & Handling Rates

| Merchandise Subtotal | Standard Delivery* |
|---|---|
| $0.00 - $30.00 | $6.95 |
| $30.01 - $40.00 | $7.95 |
| $40.01 - $55.00 | $8.95 |
| $55.01 - $75.00 | $10.95 |
| $75.01 - $100.00 | $12.95 |
| $100.01 - $200.00 | $15.95 |
| $200.01 - $300.00 | $19.95 |
| Over $300 (For UPS Express Orders over $300, please see our website) | 10% of Merchandise Subtotal |

* Within the contiguous U.S. & APO/FPC. For UPS delivery, a street address is required.

For orders shipping to AK, HI, PR and Canada – Add $8 to your Standard Delivery charges.

UPS Express 2-Day Shipping – Add $10 to your Standard Delivery charges

UPS Express Overnight Shipping – Add $20 to your Standard Delivery charges

NEW! Reach for Rewards™

**Join. Shop. Earn. Save.**

**Join** the new Reach for Rewards loyalty program from Learning Resources! Use your membership number with every purchase when you **shop** from our website or catalog. **Earn** 10 points for every dollar spent. The more you shop, the more you **save**! Receive a valuable rewards certificate every time you reach 2,500 points—there's no limit to what you can achieve! Enrollment is free. For more information, visit LearningResources.com/loyalty

## Ordering Information

### Customer Service Department

How can we help you? Visit the Customer Service page on our website to find answers to frequently asked questions easily. We're also available by email or phone.
Email: info@LearningResources.com
Toll-Free: 1-888-590-5210

### School Consultant

Did you know our School Consultant is available for specialized product recommendations? If your school or district needs personalized service, please visit www.LearningResources.com/solutions

### Order Processing

We have worked hard to create an efficient order processing and shipping system to make sure your purchase reaches you as quickly as possible. Orders placed with us for in-stock items ship from our warehouse within 1–2 business days. To pay by purchase order, we request that school or library customers mail or fax all orders either on an official purchase order form or on school letterhead. A purchase order number is required.

### Sales Tax

We are required by state law to charge applicable sales tax on all orders, unless the order is placed in the name of a tax-exempt organization and we have received a tax exemption letter or certificate with the order.

### Shipping & Delivery

Your in-stock items will typically be delivered within 4–6 business days after we receive your order. Applicable taxes and/or duty charges must be paid by recipients. For standard shipments to the Virgin Islands and international addresses (other than Canada), please see our updated shipping rates on our website.

For UPS Express Shipping, you must place your order before noon CST on business days. Please provide a street address. For UPS Express Shipping to AK, HI, PR and Canada, please see our updated shipping rates on our website. Unfortunately, Express Shipping is not available outside of the contiguous U.S., HI, AK, and PR.

### Returns & Exchanges

If for any reason, you would like to exchange or return an item purchased directly from Learning Resources website or catalog, please contact us within 90 days for a Return Authorization Number at 888-590-5210. For faster processing, have your original Learning Resources order number available when you call. Then, please send us your package via UPS or insured parcel post:
Learning Resources, Direct Order Returns
380 N. Fairway Dr., Vernon Hills, IL 60061

### Changes to your Customer Account

If you have changes or updates to information you previously provided, you may update your account information on our website, or contact Customer Service by phone or email. If you would like us to remove you from our mailing list, please complete the unsubscribe form on our website at LearningResources.com/unsubscribe