

ORDERING INFORMATION

ONLINE SERVICES

Secure online ordering is available on the Social Studies Services Web site: <www.socialstudies.com>. Order by school purchase order or credit card. Registered users within the U.S. and Canada paying by credit card receive free shipping with a \$50.00 minimum purchase. Create your own online quotation to guarantee prices for up to 45 days.

CREDIT CARD ORDERS

MASTERCARD, VISA, or AMERICAN EXPRESS are accepted for credit card orders. For **telephone orders**: Please call toll-free in the U.S. and Canada—(800) 421-4246 or (310) 839-2436. Telephone orders are accepted Monday through Friday, 8:15AM-5:00PM. For **fax orders**: Faxed toll-free (in the U.S. and Canada) to (800) 944-5432 or (310) 839-2249. Please include school telephone number on all faxed orders.

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SHIPPING/HANDLING CHARGES

U.S. & CANADIAN ORDERS: *Surface mail:* 10% of the order with a \$4.00 minimum shipping charge, if billed to an open account or paid by credit card. If prepaid by check, pay only a flat charge of \$4.00. *Two-Day Air:* 15% of the order with a \$15.00 minimum shipping charge. *Next-Day Air:* 20% of the order with a \$20.00 minimum shipping charge. **INTERNATIONAL ORDERS:** *Surface mail:* 15% of the order with a \$15.00 minimum shipping charge. *Air mail:* 25% of the order with a \$35.00 minimum shipping charge.

ORDER FORM

SOCIAL STUDIES SCHOOL SERVICE

10200 Jefferson Boulevard; P.O. Box 802
Culver City, CA 90232-0802
Telephone: (800) 421-4246 OR (310) 839-2436
FAX: (800) 944-5432 OR (310) 839-2249
e-mail: access@SocialStudies.com
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Date _____

Email _____

Phone (____) _____

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SHIP TO: (Please include Zip)

<input type="radio"/> Purchase Order #	
Name	
Title	

BILL TO: (If different from Ship To)

<input type="radio"/> Credit Card #	
Exp. Date	
Signature	
Cardholder Name	

CATALOG NUMBER	QTY	TITLE/DESCRIPTION	UNIT PRICE	AMOUNT

RETURNS POLICY-YOUR SATISFACTION GUARANTEED!
All items ordered may be returned within 30 days for full refund or credit if items are in good and saleable condition. If you require additional time, please let us know. Materials being returned must be accompanied by either a copy of our invoice or reference to our invoice number. Authorization is not needed for returning materials. In order to assure proper credit, please insure all returns.

Subtotal	
Sales tax (Calif. Only)	
10% Shipping/Handling	
Prepay by check (See Below)	
TOTAL	
Amount Enclosed	
Prepay by check! Only \$4.00 shipping/handling charge for U.S. and Canadian orders of any size	