



# Product Order Form

Product No.	Product Title	Quantity	Unit Price	Total

**Subscriber:**  Yes  No

My location subscription has been forwarded to C-SPED. I have used subscriber rates on this form.

**Email Address of Purchaser:** \_\_\_\_\_

**Subtotal**

Shipping/Handling Charge  
(refer to information below)

**Total**

**Address and Billing Address:** (Please complete all information below)

**Ship to:** (complete only if different from mailing address; do not use P.O. Box; use street address only)

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
District or Organization

\_\_\_\_\_  
District or Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
City

\_\_\_\_\_  
State                      Zip+4 Postal Code

\_\_\_\_\_  
State                      Zip+4 Postal Code

**Payment Information**

- Check or Money Order Enclosed
- Purchase Order No. \_\_\_\_\_

**Shipping/Handling Rates**

Up to \$31.00 .....	\$4.50	\$180 - \$268 ...	\$17.00
\$32.00 - \$99.00 .....	\$7.50	\$269 - \$450 ...	\$21.00
\$100.00 - \$179.00 ...	\$11.00	Over \$450 .....	\$36.00

**Mail or fax your order form today!**

The Center for Special Education Services  
P.O. Box 23322  
Jackson, MS 39225-3322  
Fax: 509-355-5757  
Federal ID No: 72-1471892

**Got a question?**

Call us at 1-800-468-6135  
Email Us at [service@csped.com](mailto:service@csped.com)  
*Contact us regarding any question you have regarding our products!*



# Ordering Directions

## Ordering Made Easy

### How to Order

Specify the Product Number, Product Title, Quantity, Unit Price, and Total (subscriber or non-subscriber) for each product. After calculating Subtotal of all products, add Shipping/Handling Rate. Calculate Total amount of order. Please indicate your e-mail address so that we can notify you that your order was received.

### Ordering Made Easy

You can order online or by mail or by fax. To order online, go to [www.csped.com](http://www.csped.com) and visit our Bookstore. We accept signed purchase orders by mail and by fax. **If you fax your order, please do not mail us another copy.** This may cause an order to be duplicated.

### International Orders

Payment for orders outside the U.S. must be prepaid in U.S. currency only and include foreign shipping and handling rates. Please specify Air or Surface delivery when placing an order. You will be charged the actual cost of shipping, plus a 5% handling charge of the total amount purchased.

## Prices and Delivery

### Prices

All prices and discounts are subject to change without notice. Products will be billed at the prices in effect at the time the order is received. Prices currently listed on C-SPED's Online Bookstore are in effect through December 31, 2003.

### Custom Fees

Custom Fees are the responsibility of the recipient on orders shipped to countries outside of the U.S.

### Billing and Shipping

Be sure and provide complete payment and shipping information. We will bill and ship to the same address if only one address is provided. Please provide a street address for shipping. Note: UPS does NOT deliver to P.O. Boxes; therefore, do not use a P.O. Box for a shipping address.

### Quantity Discounts

Discounts on quantity orders of the same title shipped to one address are as follows: 20-49 items – 10% discount; 50 or more items – 20% discount.

### Subscriber Discounts

To qualify for a subscriber discount, you must be a current registered subscriber with C-SPED.

### Claims

Upon delivery, products should be checked immediately. If a product was damaged during shipping, you must contact C-SPED within 5 days of receipt. Damaged products must be returned and received by C-SPED within 15 days of the date of receipt. Upon receipt, products should be checked against the packing slip and discrepancies reported to C-SPED within 5 days of the date of receipt. Contact C-SPED by telephone at 1-800--468-6135 or email us at [service@csped.com](mailto:service@csped.com).

### Returns

While C-SPED offers a 30-day satisfaction guarantee, we do not accept returns on videos or on binder workbooks and binder resource notebooks due to the type of these products. If anything is wrong with the products purchased, you must return them within 30 days of receipt for a credit or refund, excluding shipping/handling charges. Returns must be sent via UPS or FedEx for tracking purposes and must be accompanied by an invoice number or a copy of the original packing slip. C-SPED will not be responsible for the cost of return shipping charges. All returns must be in saleable condition.

## Payment

### Purchase Orders

School districts and institutions must supply a purchase order with all credit orders. Terms are net 30 days from date of invoice. Purchase orders may be faxed to 509-355-5757 or mailed to The Center for Special Education Services, P.O. Box 23322, Jackson, MS 39225-3322. Payment must accompany all orders from outside the U.S.

### Payment

Make checks or money orders payable in U.S. dollars to The Center for Special Education Services. Orders may be paid by check or money order. C-SPED's Federal ID No: 72-1471892.