

**Public Order Form**

**How to Complete this Form:**

- 1. Complete the customer information below.
- 2. Add "Shipping" information, if different.
- 3. Complete Institute Information (required for Handbook orders).
- 4. Note your payment method.
- 5. Insert quantity and multiply by price to enter AMOUNT.
- 6. Calculate the Shipping & Handling and enter the Subtotal.
- 7. Add CA sales tax if the "Ship To" address is in California.
- 8. Calculate the TOTAL and forward to **E.L. Achieve:**

**CUSTOMER INFORMATION:**

**27132A Paseo Espada, Ste. 401  
San Juan Capistrano, CA 92675**

**FAX: 831/536-1616 Or Email: [orders@elachieve.org](mailto:orders@elachieve.org)**

Agency \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**SHIPPING INFORMATION, if different from above:**

Name \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PAYMENT METHOD:**

Check # \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Please email me information regarding a *Leadership Overview & Planning Implementation* session (required for offering professional development Institutes)

Yes, I would like to receive other updates by e-mail. Email Address: \_\_\_\_\_

TITLE	QTY	PRICE	AMOUNT
<b>Leadership Toolkit</b> An overview of E.L. Achieve's approach for English learner instruction and professional development. Includes district implementation planning tools, FA160	x	\$29	\$
<b>Leadership Toolkit Facilitator CD:</b> Five Power Point presentations with interactive activities (forty-five minutes each), FA120	x	\$18	\$
<b>Discussion Cards,</b> Scaffolding for dynamic small group participation, CM120	x	\$42	\$
<b>CM Ways We Express Our Thinking</b> Student Cards (Set of 40), CM160	x	\$29	\$
<b>CM Ways We Express Our Thinking</b> Poster, 27" x 36", CM150	x	\$14	\$
<b>CM Flipbook,</b> Language for Academic Writing & Speaking (Set of 5), CM110	x	\$48	\$
The Learning English <b>Songbook</b> with CD, ELD160	x	\$25	\$
<b>A/B Partner Cards,</b> Set of 20 "A" and 20 "B", FA110	x	\$10	\$
<b>Talking Chips,</b> 200 red & white foam chips, FA170	x	\$12	\$
ELD Matrix of Grammatical Forms <b>Poster,</b> 11X17 (set of 30), ELD120	x	\$27	\$
<b>Notebook</b> Wipe-off Poster, two-sided, 18" x 24", (Set of 10), FA195	x	\$28	\$
Product Subtotal			\$
Shipping/Handling (10% x Product Subtotal)			\$
Subtotal			\$
CA Residents add applicable Sales Tax ( %)			\$
<b>Per-item Discount</b> - 10% for orders of 25+, 15% for orders of 100+			\$ -
<b>TOTAL</b>			\$

Note: Distributor charges 15% re-stocking fee on all returned items.  
 International, AK and HI Orders – Please call for a quote on shipping/handling charges.