





# EXEMPLARY CENTER FOR READING INSTRUCTION

ECRI

Effective: January 1, 2012

## SCHOOL PRODUCTS PRICE LIST

### MATERIALS ORDERING INFORMATION

Please provide your purchase order number when placing orders by phone. If there will be no purchase order, please also indicate. If purchase order is to follow a phone order, write "A Confirming Order Only — Do Not Ship" on it.

Purchase orders sent by mail will be processed immediately. Please include the phone number of the person ordering the materials with your purchase order.

For placing phone orders please call: **1-800-468-ECRI**.

Our office hours are: 8:00 a.m. - 5:00 p.m. (Mountain Time), Monday through Friday.

Master Charge/Visa orders available. See page 67.



Cards

### RETURNS:

No merchandise may be returned without written consent and instructions by ECRI. MIMEOGRAPHED AND XEROXED MATERIALS ARE NOT RETURNABLE. Returns of other items can only be accepted within 30 days following purchase, if approved. Items to be returned must be unmarked and in a new and saleable condition. They should be packed so they cannot be damaged in shipping. The packing list should show the invoice number and date of original invoice.

A restocking fee of 15% will be charged for returned items plus the original shipping and handling charges. Return items must be sent prepaid and by insured mail. See page 69.

### DAMAGES:

When damage occurs due to shipping, consignee must describe damage on delivering carrier's receipt at time of delivery. Buyer must notify seller so that claims can be made immediately.

### LOSS:

If materials are lost, buyer must notify seller in writing immediately so claims can be made and another shipment can be sent out.

### TERMS:

30-days, Net Payable. Invoices not paid within 30 days from date of invoice will be charged 2% per month or 24% annual rate. Shipping charges are added to the cost of the materials. See page 67.

### LAYAWAY PROGRAM:

In the middle of the school year, or in the winter, send us an estimated list of the supplies you will need for the next school year. We will then make the supplies that you estimate you will need. When you get your funds for the next school year, send us a Purchase Order and we will ship your order.

**YOUR MATERIALS AND EQUIPMENT ORDERS NOT ONLY HELP YOU TO MAINTAIN THE QUALITY OF YOUR ECRI, KRS, AND ECLE INSTRUCTION, BUT YOUR ORDERS HELP TO KEEP THE EXEMPLARY CENTER FOR READING INSTRUCTION OFFICE OPEN SO THAT WE CAN BETTER SERVE YOU. WE APPRECIATE YOUR SUPPORT VERY MUCH.**

Items are subject to price increase at any time.

# ECRI Return Goods Form

Name _____	Telephone (____) _____
School _____	
Address _____	Purchase Order # _____
_____	Invoice # _____
	(Please enclose a copy of packing list or invoice.)
City _____ State _____ Zip Code _____	

## RETURN GOODS POLICY

No merchandise may be returned without written consent by ECRI. This form should be included in all returns if approval is given. **Mimeographed and xeroxed materials are not returnable.** Returns can only be accepted within 30 days following purchase. Items to be returned must be unmarked and in a new and saleable condition. They should be packed so they cannot be damaged in shipping. The packing list should show the invoice number and date of original invoice.

A restocking fee of 15% will be charged for return items plus the original shipping and handling charges. Return items must be sent prepaid and by insured mail or UPS.

Quantity	Item #	Name of Item – Description	Reason Code *	Check one	
				Replacement	Credit

\* OW = Ordered Wrong Item W = Shipped Wrong Item DS = Damaged by Shipper M = Missing Item  
 MK = Incomplete/Missing Parts (kit) D = Defective Item O = Other (Please specify)

When returning any part of your order, please fill in the information above and enclose this form in the package. Carefully package the merchandise to prevent damage in transit. We **cannot** credit you for damaged goods. Please use the return address label provided below. Thank you for your cooperation.

<b>FROM:</b>	_____
	_____
	_____
<b>TO:</b>	<b>ECRI</b> <b>3310 South 2700 East</b> <b>Salt Lake City, UT 84109</b>