
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 47.



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 49.

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 47.

ECRI Return Goods Form

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

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.

FROM:

TO:

ECRI
2965 East Evergreen Ave.
Salt Lake City, UT 84109

ECRI

Exemplary Center for Reading Instruction
CURRICULUM MATERIALS
 2965 East Evergreen Ave.
 Salt Lake City, Utah 84109
 (801) 486-5083 or 1-800-468-ECRI

Shipping Policy

Mimeographed and black-line materials are not returnable. Other materials may be returned within 30 days of date of delivery if returned in saleable condition. Shipments must be sent prepaid. A restocking fee of 15% will be charged.

Billing Address -- Please print or type

Name _____
 Street _____
 Address _____

 City _____ St ate _____ Zip _____
 Telephone (_____) _____

If shipped to another address

Name _____
 Street _____
 Address _____

 City _____ St ate _____ Zip _____
 Telephone (_____) _____

Purchase Order

School District:/County:



CREDIT CARD NO. (All Digits)

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I Understand that the Total Amount Charged Will Include the Appropriate Freight, Handling, & Tax.

Exact Name on Card:

Exp. Date:

Signature

Signature required for credit card charge.

DON'T DUPLICATE PHONE ORDERS IN WRITING: Ordering by phone is the fastest & most convenient way to get product. WRITTEN CONFIRMING ORDERS not clearly marked CONFIRMATION ONLY may be duplicated, in which case you will be responsible for the additional freight.

PARTIAL SHIPMENTS are made when some items are back ordered (out of stock). We do this because we know that

you want your material as fast as possible, and ask that the invoices for these shipments be paid within our 30 day terms. Partial Shipments will not be made on orders marked "NO BACKORDERS" & "SHIP COMPLETE." **CHANGES IN PRICES & SPECIFICATIONS** happen infrequently. When they do, we will notify before shipping. **YOUR COMPLETE SATISFACTION IS, OF COURSE, GUARANTEED.**

Catalog Item Number	Quantity Ordered	Name of Item — Description	Price Each	Total Price
ALL ORDERS FROM INDIVIDUALS MUST BE ACCOMPANIED BY PAYMENT OR CREDIT CARD NUMBER		Total Cost of Materials		
		Utah customers add appropriate sales tax		
		Shipping Charges <i>Call for Estimate</i>		
		TOTAL		
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. In case of default of payment in full, customer will be responsible for any and all collection costs incurred including court costs and attorney's fees. Minimum service charge \$1.00.		Shipments will be invoiced at the actual shipping cost.		

G CHECK HERE, If you want more order blanks

