

Ordered by: Please check one: I am a new customer. I have ordered from Search Institute before.

Name:	Title:	
Organization:		
Street Address:		
City:	State:	ZIP Code:
*E-mail:	Phone: ()	ext. Fax: ()

* Including your e-mail address authorizes e-mail announcements from Search Institute only.

Type of Organization: Please check one

- | | | | | | |
|--|---|--|---|--|---|
| <input type="checkbox"/> Education, Pre-K (EG/EP) | <input type="checkbox"/> Education, Elem. (EG/EL) | <input type="checkbox"/> Education, Middle (EG/EP) | <input type="checkbox"/> Education, H. S. (EG/EH) | <input type="checkbox"/> Education, Higher (EG/EU) | <input type="checkbox"/> Parent (IN/IP) |
| <input type="checkbox"/> Grandparent/Elder (IN/IE) | <input type="checkbox"/> Family-serving (FS) | <input type="checkbox"/> Youth-serving (YS) | <input type="checkbox"/> Community Initiative (CI) | <input type="checkbox"/> Health, Mental (HM) | <input type="checkbox"/> Health, General (HE) |
| <input type="checkbox"/> Business (BU) | <input type="checkbox"/> Foundation (FO) | <input type="checkbox"/> Government Agency (PM) | <input type="checkbox"/> Juvenile Justice/Youth Law (PM/JJ) | | |
| <input type="checkbox"/> Military (PM/MT) | <input type="checkbox"/> Library (LI) | <input type="checkbox"/> Congregation (CO) | <input type="checkbox"/> Other: _____ | | |

Shipping Address: If different from above address

Name:	Title:	
Organization:		
Street Address: (no P.O. boxes please)		
City:	State:	ZIP Code:
*E-mail:	Phone: ()	ext. Fax: ()

* Including your e-mail address authorizes e-mail announcements from Search Institute only.

Items Ordered:

ITEM CODE	TITLE	PRICE	QUANTITY	TOTAL

Method of Payment:

- Check P.O. (minimum of \$50) P.O. #
- Please charge my: (circle one) AmEx VISA MasterCard Discover

Card No.:

Expiration Date:

Signature:

Order Total* (See Quantity Discount Schedule on next pg)

(if applicable) Additional _____% Discount

Subtotal

Minnesota residents ONLY, add 6.875% **Sales Tax**

Shipping & Handling* (See Shipping & Handling Schedule on next pg)

Help us create a world where all young people are valued and thrive with your **tax-deductible gift!** Donation (optional)

TOTAL

Download this form at www.searchinstitutesore.org

*See next page for Quantity Discount Schedule and Shipping/Handling Schedule

Rush: Orders must be phoned in by 2 p.m. CST. Canadian orders: Call 800-265-2680 x102. Other international orders: call 877-240-7251 x527 for charges. All duties and taxes are the responsibility of the customer. Prices subject to change.

I'm in the Continental U.S. How can I place an order?

You have 4 choices:

- visit our Web store at www.searchinstitute.org and pay by AmEx, Visa, MC, or Discover
- call us and pay by credit card
- mail us your purchase order—\$50.00 product minimum
- fax us your purchase order—\$50.00 product minimum

I'm in Canada. How can I place an order?

Contact **Thrive! The Canadian Centre for Youth Development**, 180 Frobisher Dr., Unit 1C, Waterloo, Ontario N2V 2A2; phone 800-265-2680 x 102, fax 519-725-3118; e-mail: assets@thrivecanada.ca. Call to confirm discounts.

I'm in Australia. How can I place an order?

Contact **Willow Connection** at info@willowconnection.com.au and they will direct you to a bookstore where you can purchase our resources.

I'm outside the continental U.S. but not in Canada or Australia. How do I place an order?

International orders and orders shipping to Alaska, Hawaii, and U.S. territories (including Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, and others) must be quoted for actual shipping charges. These orders need to be prepaid with a credit card. Call or e-mail us.

How does Search Institute ship my order?

Orders typically leave the building 2 business days from receipt, shipping UPS ground from Minnesota.

I need my order rushed. What should I do?

We offer overnight and 2nd day delivery. See chart below for 2-day air charges and call for quote on overnight charges. Fax or call in your order.

What are the Shipping & Handling charges?

Shipping & Handling Schedule (Continental U.S. only)			
Merchandise Total:	Regular Delivery	2-Day Air	Over-night
Up to \$24.99	\$6.95	\$15.00	Call for quote
25.00–39.99	\$7.95	\$18.00	
40.00–74.99	\$9.95	\$21.00	
75.00–99.99	\$11.95	\$23.00	
100.00–149.99	\$13.95	\$29.00	
150.00–199.99	\$15.95	\$35.00	
200.00–999.99	8%	20%	
1,000.00 or more	7%	19%	

Quantity Discount Schedule

We know you have many options to choose from when purchasing your materials, and we appreciate your working directly with us. Our discount schedule is set up to help you stretch the ever-tightening funding your organization works so hard for!

Our discount schedule for all orders:

- Ordering 25–49 Items? Save 5% off regular prices!**
- 50–99 items—save 10%** **200–349 items—save 20%**
- 100–199 items—save 15%** **350+ items—save 25%**

Canadian customers confirm discounts by calling **800-265-2680 x102**.

I'm ordering on a grant. Do I need to do anything special?

We offer a different discount schedule for grant-funded orders over \$1,000. Call us with your grant information for assistance in calculating your discount. (Canadian customers can confirm any discounts by calling **Thrive** at 800-265-2680 x102.)

I'm using a purchase order. What do I need to know?

There is a \$50.00 product minimum. You can fax or mail your purchase order. Please submit only once. POs that are both mailed and faxed may be filled twice. Terms are net 30 days from date of the invoice. Late fees will be applied.

Do I need to pay sales tax?

If you are in Minnesota, you need to pay appropriate sales tax unless you are tax exempt and include a copy of your tax exemption form along with your faxed or mailed order.

If you are in any other state, you will not be charged tax.

I need to return a product. What should I do?

Call us for a Return Authorization number. Write this number on the front of your invoice/packing slip and include a copy with your return. Without this number, a 25% restocking fee may be charged.

Package up your goods and ship them back by some trackable means. Ship to: RETURNS at the address below.

I work in a bookstore and we'd love to carry your books! What do we need to do?

Search Institute Press publications are distributed to the trade by **Independent Publishers Group**, 814 N. Franklin St., Chicago, IL 60610. Direct inquiries to 800-888-4741 or www.ipgbook.com. Questions: Please contact Bill Kauffmann, Trade Sales Coordinator, Search Institute at 800-888-7828 x 527.

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