

# EARLY RELEASE ORDER FORM • PAGE ONE

**These SELECT items are available for early shipping beginning MAY 15th!**

(All of our items will be available August 1st but must be on a **SEPARATE PURCHASE ORDER** dated July 1, 2011 or later. See our FALL RELEASE ORDER FORM.)

## PACKAGE DEALS

*Packages include sets of 10 (except for the Practice Test Booklet)*

|                                  |                       |          |           |
|----------------------------------|-----------------------|----------|-----------|
| Curriculum Package (S1000–S1060) |                       |          |           |
| B1010                            | Set of 10 Hard Copies | \$559.00 | Qty _____ |
| B1010ed                          | 1 Electronic Download | \$459.00 | Qty _____ |

## TEAM STUDY MATERIALS

|        |                                      |                       |          |           |
|--------|--------------------------------------|-----------------------|----------|-----------|
| S1000  | Academic Decathlon® Study Guide      | Set of 10 Hard Copies | \$19.50  | Qty _____ |
| S1000a | Academic Decathlon® Study Guide      | Each                  | \$1.95   | Qty _____ |
| S1005  | Super Quiz™ Resource Guide           | Set of 10 Hard Copies | \$85.00  | Qty _____ |
| S1005a | Super Quiz™ Resource Guide           | Each                  | \$9.00   | Qty _____ |
| S1015  | Art Reproductions Booklet            | Set of 10 Hard Copies | \$78.50  | Qty _____ |
| S1015a | Art Reproductions Booklet            | Each                  | \$8.55   | Qty _____ |
| S1020  | Art Resource Guide                   | Set of 10 Hard Copies | \$64.00  | Qty _____ |
| S1020a | Art Resource Guide                   | Each                  | \$8.00   | Qty _____ |
| S1025  | Economics Resource Guide             | Set of 10 Hard Copies | \$64.00  | Qty _____ |
| S1025a | Economics Resource Guide             | Each                  | \$8.00   | Qty _____ |
| S1030  | Language & Literature Resource Guide | Set of 10 Hard Copies | \$64.00  | Qty _____ |
| S1030a | Language & Literature Resource Guide | Each                  | \$8.00   | Qty _____ |
| S1035  | Mathematics Resource Guide           | Set of 10 Hard Copies | \$64.00  | Qty _____ |
| S1035a | Mathematics Resource Guide           | Each                  | \$8.00   | Qty _____ |
| S1040  | Science Resource Guide               | Set of 10 Hard Copies | \$64.00  | Qty _____ |
| S1040a | Science Resource Guide               | Each                  | \$8.00   | Qty _____ |
| S1045  | Music Resource Guide                 | Set of 10 Hard Copies | \$64.00  | Qty _____ |
| S1045a | Music Resource Guide                 | Each                  | \$8.00   | Qty _____ |
| S1055  | Music CD                             | Set of 10 CDs         | \$110.00 | Qty _____ |
| S1055a | Music CD                             | Each                  | \$13.00  | Qty _____ |
| S1060  | Practice Test Booklet w/CD           | Each                  | \$38.00  | Qty _____ |

Items S1000–S1060 are also available for electronic download; check here if you would like this option

**NOTE: Schools must purchase a Curriculum Package before they may purchase individual items (S1000a–1055a)**

## COACHING MATERIALS

|       |                  |      |         |           |
|-------|------------------|------|---------|-----------|
| C5040 | Coach's Handbook | Each | \$12.50 | Qty _____ |
|-------|------------------|------|---------|-----------|

Item C5040 is also available for electronic download; check here if you would like this option

## NON-STUDY MATERIALS

|       |              |           |        |           |
|-------|--------------|-----------|--------|-----------|
| P4030 | Certificates | Set of 10 | \$7.80 | Qty _____ |
| P4061 | Gold Medal   | Each      | \$4.50 | Qty _____ |
| P4062 | Silver Medal | Each      | \$4.50 | Qty _____ |
| P4063 | Bronze Medal | Each      | \$4.50 | Qty _____ |

## ADDITIONAL STUDY MATERIALS

|        |                                 |           |         |           |
|--------|---------------------------------|-----------|---------|-----------|
| K1000  | Art Images CD                   | Each      | \$23.00 | Qty _____ |
| K1020  | Notebook Dividers               | Set of 10 | \$64.00 | Qty _____ |
| N3030  | Novel: <i>Heart of Darkness</i> | Set of 10 | \$50.00 | Qty _____ |
| N3030a | Novel: <i>Heart of Darkness</i> | Each      | \$5.75  | Qty _____ |

## STUDENT STUDY AIDS

|       |                   |                                |          |           |
|-------|-------------------|--------------------------------|----------|-----------|
| K1030 | Virtual Classroom | Set of 9 Student Subscriptions | \$339.99 | Qty _____ |
| K1031 | Virtual Classroom | 1 Student Subscription         | \$49.95  | Qty _____ |

**NOTE: The Virtual Classroom is NOT the USAD Online Training site. See the Fall Release Order Form.**

SUBTOTAL FOR **HARDCOPY** MATERIALS \$ \_\_\_\_\_

SUBTOTAL FOR **DOWNLOAD** MATERIALS \$ \_\_\_\_\_

(CALIFORNIA ADD APPLICABLE COUNTY SALES TAX \_\_\_\_\_ %) \$ \_\_\_\_\_  
(A minimum shipping charge of \$5.00 will be applied to all orders under \$50.00)

SHIPPING (10% OF HARDCOPY SUBTOTAL) \$ \_\_\_\_\_

RESIDENTIAL DELIVERY: \$5.00 (ADD) \$ \_\_\_\_\_

CREDIT CARD SERVICE FEE: \$3.00 (ADD) \$ \_\_\_\_\_

**TOTAL ENCLOSED \$ \_\_\_\_\_**

**If any additional items are needed beyond a SET OF 10, each additional item will be 10% of the SET cost.**

Example: 11 Music CDs =  
 \$110.00 + \$11.00  
 (SET OF 10) (10%)

Instead of the \$13.00 **EACH** costs.

**All items on this order form begin shipping May 15th.**



**PLEASE USE THE FALL RELEASE ORDER FORM FOR PRACTICE TEST MATERIALS.**

**Practice test materials are not available until AFTER August 1, 2011.**

**Orders for these materials will not be accepted until AFTER July 1, 2011.**

# EARLY RELEASE ORDER FORM • PAGE TWO



## SHIP TO:

Coach's Name \_\_\_\_\_ Tel ( \_\_\_\_\_ ) \_\_\_\_\_

School Name \_\_\_\_\_ Fax( \_\_\_\_\_ ) \_\_\_\_\_

Street Address \_\_\_\_\_

*(CAN NOT SHIP TO A P.O. BOX—PLEASE PROVIDE PHYSICAL ADDRESS.)*

City \_\_\_\_\_ (Calif.) County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### TYPE OF ADDRESS (PLEASE CHECK ONE):

Residential *(A \$5.00 service fee will be applied to items shipped to a RESIDENTIAL address. A minimum shipping charge of \$5.00 will be applied to all orders under \$50.00.)*

Business

Coach's Email Address \_\_\_\_\_

*PLEASE PRINT LEGIBLY. THE COACH'S EMAIL ADDRESS **MUST** BE PROVIDED FOR ANY ELECTRONIC DOWNLOADS!*

*NOTE: Access to the USAD electronic download site is sent to the coach's email. You are still responsible for payment for electronic download materials ordered, but not received, if: a valid coach's email has not been provided, an ineligible email has been provided to USAD, the email from USAD containing the download information was not received due to spam email filters.*

## ORDERING METHOD:

Check enclosed (payable to USAD)

**PREPAYMENTS ONLY. FOR PAYMENTS ON ORDERS, SEND CHECK SEPARATELY; DO NOT INCLUDE WITH THIS FORM.**

Purchase Order **attached** (FOR ORDERS ONLY; NO FAXED PURCHASE ORDERS—PURCHASE ORDERS MUST BE MAILED)

Credit Card:    

**The following information **MUST** be provided if paying by credit card.  
A \$3.00 transaction fee will be added to your order.**

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

*(CREDIT CARD BILLING ADDRESS **REQUIRED** FOR CREDIT CARD ORDERS)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

*(THE CARDHOLDER'S SIGNATURE MUST BE ON FILE AT USAD TO PROCESS CREDIT CARD ORDERS)*

**NO RETURNS OR REFUNDS**

**TO ORDER, SEND THIS FORM WITH YOUR CHECK, PURCHASE ORDER OR CREDIT CARD INFORMATION TO:**

**UNITED STATES ACADEMIC DECATHLON® P.O. Box 1834, Council Bluffs, IA 51502-1834**

**Tel: 866-511-USAD(8723) then press #1 or 712-366-3700 • For Customer Service, email: info@usad.org**

# EARLY RELEASE ORDERING INFORMATION

## GENERAL INFORMATION:

- ❑ Completely fill out entire order form.
- ❑ Make sure all items are clearly marked.
- ❑ California orders MUST include county name and county tax.
- ❑ Customer Service Hours: 8:00 a.m. to 5:00 p.m. Central Standard Time.
- ❑ Please check your order immediately. Any discrepancies MUST be reported within 60 days of receipt of your order. (If you have placed an electronic download order and have not received it within 45 days of placing the order, it MUST be reported to USAD.)
- ❑ You are still responsible for payment for electronic download materials ordered but not received if:
  - ❖ a valid coach's email has not been provided to USAD
  - ❖ an ineligible email has been provided to USAD
  - ❖ the email from USAD containing the download information was not received due to SPAM email filters
- ❑ **No returns or refunds.**

## COPYRIGHTED MATERIALS:

- ❑ All Materials are copyrighted.

## ORDERING MATERIALS AS INDIVIDUAL ITEMS:

- ❑ Schools will not be permitted to order items individually unless they have already ordered a Curriculum Package.
- ❑ Curriculum Packages do **NOT** include Student Exercise Books. Individual Student Exercise Books for each subject may only be purchased with the order of a complete set of Student Exercise Books for that subject.

## ELECTRONIC DOWNLOADS:

- ❑ Ordering electronic downloads does **NOT** include hard copies of the materials.
- ❑ Districts ordering Online Curriculum electronic downloads for multiple schools **MUST** purchase one download license for each participating school. One download for multiple schools in a district is **NOT** permitted. Districts are encouraged to use a separate order form/purchase number for each school purchasing a download.
- ❑ Information for each participating school MUST be provided, including a valid email for each coach at that school.
- ❑ Access to the download site will be provided via the coach's email. **Due to tightened security for school emails**, please check SPAM folders to allow for deliveries.

❑ **Please print the coach's email legibly on the order form.**

- ❑ If placing an Electronic Download order and it is not received within 45 days of placing the order, it MUST be reported to USAD.
- ❑ You are still responsible for payment for electronic download materials ordered but not received if:
  - ❖ a valid coach's email has not been provided to USAD
  - ❖ an ineligible email has been provided to USAD
  - ❖ the email from USAD containing the download information was not received due to SPAM email filters

## PURCHASE ORDERS:

- ❑ An original purchase order MUST accompany your completed order form.

❑ **No faxed purchase orders, to avoid duplicate orders.**

## CREDIT CARD INFORMATION:

- ❑ **ONLY** credit card orders may be faxed to 712-366-3701. Credit card orders may also be emailed to info@usad.org.
- ❑ Credit card orders MUST include cardholder's name, card number, expiration date, cardholder's billing address and a signature of the cardholder. USAD requires a cardholder's signature on file to process an order. Please fax to 712-366-3701.
- ❑ If purchasing by credit card, there will be a \$3.00 transaction fee added to the order.

## SHIPPING INFORMATION:

- ❑ All shipping (10% on subtotal), taxes and/or additional charges MUST be plainly identified on all orders. This includes but is not limited to purchase orders and prepaid orders. Any order NOT including this information will be returned for proper processing. This has been requested by school districts. NOT including this information will delay your order!
- ❑ A street address is required. No P.O. boxes.
- ❑ Orders are filled in the order they are received. Allow 2-4 weeks for delivery once shipping begins.
- ❑ All shipments are made via UPS.
- ❑ Any order being shipped to a RESIDENTIAL address will be charged a \$5.00 service fee in addition to the 10% shipping.
- ❑ A minimum shipping charge of \$5.00 will be applied to all orders under \$50.00.

**IMPORTANT: Credit Card orders may be placed by fax or email. All other orders MUST be mailed. NON-CREDIT CARD ORDERS WILL NOT BE HONORED UNLESS MAILED, to avoid duplicated orders.**