



2016-2017 Order Form

Questions? Call us!
866-817-0726 ext. 7

To order by fax or e-mail:

1. Complete this Cover Sheet
2. Submit your Purchase Order and Order Form either via:
 - Fax: (888-924-7258)
 - Email: support@palshelp.com

When your order has been placed, you will receive an order confirmation via email at the address provided.

Before sending your order:

If you are using a Purchase Order, please verify that:

- IO Education is listed as the vendor,
- All required information is included, and
- A Tax Exempt Certificate is included (if applicable).

Date: _____

First & Last Name: _____

Title: _____

School District/Organization: _____

School Name: _____

Phone Number: _____ Email: _____

Special Instructions: _____

The following are included with this submission (check all that apply):

- Order Form Purchase Order Tax Exempt Certificate (if applicable) Check Email Address



Billing & Shipping Information

Order Contact: The order contact will receive an email confirmation for this order.

Name		Title
Phone	Fax	Email (REQUIRED)

BILL TO:

School District/Organization		ATTN:
Address		
City	State	Zip Code

SHIP TO: [No PO boxes]

Shipping same as billing

School/School District/Organization		ATTN:
Address		
City	State	Zip Code

Online System Setup: For faster setup on PALS Online System.

Check here if your district used PALS last year and all of your schools and principals are the same for this school year.

PALS District Representative and Title*	Technical Contact Name and Title
PALS District Representative Email Address	Technical Contact Email Address
PALS District Representative Contact Phone	Technical Contact Phone Number

*This person is the main contact for PALS in your district.



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SHIPPING METHOD:

- UPS Next Day Air
- UPS 2nd Day
- UPS Ground

PAYMENT METHOD:

- Purchase Order
- Check Enclosed
- Credit Card

Check/PO Number: _____

*Call 866-817-0726 ext. 7 to provide credit card information.

This Order is subject to IO Education, LLC's Terms of Service for the PALS Services (the "Terms"), available at www.palsmarketplace.com/terms, which Terms are hereby incorporated into this Order by this reference. BY SIGNING BELOW, CLIENT ACKNOWLEDGES AND AGREES THAT IT HAS READ, APPROVED AND AGREED TO THE TERMS AND PRIVACY POLICY REFERENCED THEREIN. CLIENT IS ADVISED TO PRINT AND RETAIN THE TERMS AND PRIVACY POLICY FOR ITS RECORDS. The parties have caused this Order to be executed by their duly authorized representatives effective as of the Effective Date set forth above.

Signed: _____ Date: _____

Print Name: _____

Step 1: Select Your Package – One per district.	
Prices reflect use of PALS for one language: English or Spanish. When using PALS in one language, full per student cost is charged.	PRICE PER STUDENT
<input type="radio"/> PALS Base: Includes PALS Online, materials, ELPs, instructional resources, base training, email support.	\$5.50
<input type="radio"/> PALS Enhanced PD: Includes Base package plus access to PALS online PD and training, monthly webinars with PALS experts.	\$6.50
<input type="radio"/> PALS Enhanced Support: Includes Base package plus direct technical and data analytical support from PALS experts.	\$6.50
<input type="radio"/> PALS Premier: The best PALS deal! Includes Base, Enhanced PD, and Enhanced Support packages all in one!	\$7.25
Will you be using PALS in both English and Spanish? When using PALS español as an add-on, meaning you assess in both English and Spanish, the per student cost is charged for the first language, and the add-on cost of \$2.00 is charged for the second.	
<input type="radio"/> PALS español add-on for two languages The PALS add-on will be the same package as selected above.	\$2.00



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Step 2: Select the number of student licenses you need to purchase.

*Note: There is a minimum purchase of 20 seats per assessment.	Number of Students	Package Price	Total
PALS-PreK			
PALS-K			
PALS Plus (for grades 1-8)			
PALS español K			
PALS español 1-3			
PALS español K, add-on		\$2.00	
PALS español 1-3, add-on		\$2.00	
*Shipping will be billed as materials are requested. When ordering online, shipping is automatically calculated. **Applicable sales tax will be calculated and added to the total at time of shipment unless Certificate of Tax Exemption is attached to this order form.	SUBTOTAL		
	Sales Tax or Tax Exempt Number**		

Step 3: Request Your Materials that come with student seats ordered – (if more than the allotted materials are needed, additional materials can be ordered for purchase on the following page)

-Ordering for the first time? PALS allows one Teacher Set and one Consumable Set for every 20 student seats ordered. Select one form, A or B (most schools are using Form B during the 2016-2017 school year). Teacher sets contain only materials that will be used year after year.

-Consumable sets are no longer included in teacher sets. Each Consumable Set includes materials for both fall and spring assessment. NOTE: All consumables are available for download through the PALS Online System.

-Renewing? You may order teacher sets to replace lost or damaged materials.

QTY.

PALS-PreK Teacher Set			
PALS-PreK Consumable Set (materials for both fall and spring for 20 students)			
PALS-K Teacher Set	FORM A <input type="radio"/>	FORM B <input type="radio"/>	
PAL-K Consumable Set (materials for both fall and spring for 25 students)	FORM A <input type="radio"/>	FORM B <input type="radio"/>	
PALS Plus Teacher Set (for grades 1-8)	FORM A <input type="radio"/>	FORM B <input type="radio"/>	
PALS Plus Consumable Set (materials for both fall and spring for 25 students)	FORM A <input type="radio"/>	FORM B <input type="radio"/>	
PALS español K Teacher Set	FORM A <input type="radio"/>	FORM B <input type="radio"/>	
PALS español K Consumable Set (materials for both fall and spring for 25 students)	FORM A <input type="radio"/>	FORM B <input type="radio"/>	
PALS español 1-3 Teacher Set	FORM A <input type="radio"/>	FORM B <input type="radio"/>	
PALS español 1-3 Consumable Set (materials for both fall and spring for 25 students)	FORM A <input type="radio"/>	FORM B <input type="radio"/>	



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Step 4: OPTIONAL: Purchase additional materials. This option is for those who wish to purchase print materials above and beyond what is offered with the purchase of a Package. Teacher Sets = \$60/set Consumable Sets = \$40/set				
			QTY.	PRICE
PALS-PreK Teacher Set				
PALS-PreK Consumable Set (materials for both fall and spring for 20 students)				
PALS-K Teacher Set	FORM A <input type="radio"/>	FORM B <input type="radio"/>		
PAL-K Consumable Set (materials for both fall and spring for 25 students)	FORM A <input type="radio"/>	FORM B <input type="radio"/>		
PALS Plus Teacher Set (for grades 1-8)	FORM A <input type="radio"/>	FORM B <input type="radio"/>		
PALS Plus Consumable Set (materials for both fall and spring for 25 students)	FORM A <input type="radio"/>	FORM B <input type="radio"/>		
PALS español K Teacher Set	FORM A <input type="radio"/>	FORM B <input type="radio"/>		
PALS español K Consumable Set (materials for both fall and spring for 25 students)	FORM A <input type="radio"/>	FORM B <input type="radio"/>		
PALS español 1-3 Teacher Set	FORM A <input type="radio"/>	FORM B <input type="radio"/>		
PALS español 1-3 Consumable Set (materials for both fall and spring for 25 students)	FORM A <input type="radio"/>	FORM B <input type="radio"/>		
Step 5: Shipping Estimate – Shipping is based on weights of materials. In years one and two, when teacher sets are being ordered for the first time, more materials are ordered and shipping costs increase. In year three and beyond, fewer materials are ordered, so shipping costs decrease. To get an accurate shipping estimate, a cart can be created in our online store at www.palsmarketplace.com under the Order Now tab. Express shipping is available.				

Thank you for choosing PALS!

When your order has been placed, you will receive an order confirmation via email at the address provided.