NYC Order Form and Policies
NYC Vendor Code: TEA636731

Teachers for Learners, LLC is a Sole Source vendor. Make sure you have a letter from us in order to establish a PO. Please email info@teachersforlearners.com to obtain a sole source letter. Teachers for Learners products are non-list and are classified as “commodities” purchases. If professional development is desired, PD monies may apply. Please contact us for further information on purchasing in NYC.

School Site Licenses for The Differentiated Planning Assistant™ (DPA) Software

At present, DPA is available for school site license purchase. Our introductory offer for this new software tool is described below.

The BASIC site license (minimum purchase) includes:

- Two-machine use for 30 teachers and administrators (i.e., 1 home and 1 school computer)
- ½ day Orientation session
- Cost: $4,995.00 (no S/H charges apply)

Additional ordering information:

- Additional teachers beyond the BASIC purchase: $175.00 per teacher.
- Multi-site, district and network purchases available—please inquire.
- Professional development on differentiated instruction and unit/project planning available—please inquire.

Technical specifications:

- Requires download and installation of Adobe® AIR 2 or later, available for free download at www.adobe.com.
  - Windows
    - Intel® Pentium® III processor (Pentium 4 recommended)
    - Microsoft® Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3, Windows Server® 2003, Windows Vista® Home Premium, Business, Ultimate, or Enterprise (including 64-bit editions) with Service Pack 1, or Windows 7
    - 512MB of RAM (1GB recommended)
    - Screen resolution of 1024 x 768 (1280 x 800 or higher recommended)
  - Macintosh
    - Intel Core™ Duo or faster processor
    - Mac OS X v10.4, v10.5, or v10.6
    - 512MB of RAM (1GB recommended)
    - Screen resolution of 1024 x 768 (1280 x 800 or higher recommended)

- No servers required; once installed, the application runs directly from the individual computer
- Not recommended for small-screened machines such as netbooks, mini-notebooks and tablets
# Concept Construxions

## Concept Construxions Starter Kits

Consists of: 1 Construxion Site, 1 Converse & Convey Panel, and your choice of one Subject Set. 

<table>
<thead>
<tr>
<th>Item</th>
<th>Prod. Code</th>
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<td>Middle School Physical Science</td>
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## Concept Construxions Double Starter Kits

Consists of: 1 Construxion Site, 1 Converse & Convey Panel, and your choice of two Subject Sets. 

<table>
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## Accessory Packs (225 Concept Cards per set)

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<td>Middle School Life Science</td>
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<td>Middle School Physical Science</td>
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## Accessory Packs (75 Concept Cards per set)

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<td>CCX-AP-PRST</td>
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<td>Science lab tools</td>
<td>CCX-AP-SLT</td>
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<td>The Human Body</td>
<td>CCX-AP-BOD</td>
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<td>Weather instruments &amp; symbols</td>
<td>CCX-AP-WIS</td>
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1. One Starter Kit includes:
   - 1 Construxion Site
   - 1 Converse & Convey Panel
   - 1 Subject Set with:
     - 225 Concept Cards + Blanks
     - 1 Instructional Booklet with Activity & Assessment Ideas
     - Fabric Adhesives (245 pcs.)
     - A copy of *An Invitation to Learn About an Interactive Vocabulary Acquisition System*
     - 1 full-color graphic key poster denoting the system of symbols and shapes
     - A 30-pack of full-color graphic key handouts for students

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All of our Accessory Packs work within the Concept Construxions system. Pick a few to customize classroom implementation!
**Concept Constructions Extras**

<table>
<thead>
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<td>Converse &amp; Convey Panel</td>
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<td>Extra Fabric Adhesives (100 pcs.)</td>
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<td>Extra ELA Key Handouts (30 pk)</td>
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<td>Magnetic Adhesives for Accessory Pack (80 pcs.)</td>
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**Sub-total**

**S&H (15%)**

**Coupon Code**

**Tax**

**Total**

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**Sharing a Classroom?**

*Consider an extra Converse & Convey Panel*

**Make It Magnetic!**

*To make your Subject Sets or Accessory Packs magnetic, please add magnetic adhesives to your order.*

**Want to display student work, downloaded images, or other classroom artifacts to your system?**

*Add extra fabric or magnetic adhesives to your order.*

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**Payment Method**

- Institution check or money order enclosed
- Bill to: (Organizations ONLY.²)
  - P.O. No.
- CC Type: visa master disc amex
  - CC#
  - Expiration (mm/yyyy)

² Sales tax is not charged to tax-exempt organizations.

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**Billing Address**

- Name ____________________________
- Organization ______________________
- Address __________________________
- City __________ State ____ Zip/Postal Code ______
- Daytime Phone __________ Fax ______
- E-mail Address ________________

**Bill to:** ☐ Person ☐ Organization²

**Shipping Address**

- Name ____________________________
- Organization ______________________
- Address __________________________
- City __________ State ____ Zip/Postal Code ______
- Daytime Phone __________ Fax ______
- E-mail Address ________________

☐ Same as Billing Address

**Delivery in New York requires the addition of 8.875% sales tax based on the subtotal of the order. Delivery in California requires the addition of state and county taxes. Please calculate taxes based on order subtotal.**

*This does not apply to tax-exempt organizations in either state.*
Ordering Information
Please complete the order form, on page 2 and:

For fastest service
EMAIL to: info@teachersforlearners.com
OR
FAX to: (866) 402-7543

For normal service, MAIL to:
Orders
Teachers for Learners
110 Pacific Ave., #275
San Francisco, CA 94111

Payment
All orders except Purchase Orders (P.O.’s) must be prepaid. No cash, please.*

Teachers for Learners, LLC accepts the following forms of payment:

- **Money Order** payable to Teachers for Learners, LLC.

- **Purchase Order** – Purchase orders are accepted from institutional customers. To speed your order, please attach a completed copy of the Teachers for Learners order form. We will bill to the accounts payable (“bill to”) address, as indicated on the purchase orders. Purchase orders will not be accepted for less than $100.

- **Credit Card** – Credit cards will be charged upon shipment. The following credit cards are accepted:

  ![Credit Card Logos]

Shipping and Handling
Shipping and handling charges will be added to all orders.

All orders are shipped via UPS Ground (Please note: UPS cannot deliver to a P.O. box). 15% of the subtotal is used to calculate shipping and handling charges.

Sales Tax
Delivery in New York requires the addition of 8.875% sales tax based on the subtotal of the order. Delivery in California requires the addition of state and county taxes. Tax-exempt organizations are not subject to sales tax.

Returns/Replacement
Teachers For Learners, LLC gives a 100% Customer Satisfaction Guarantee—any customer may return a product in saleable condition within 14 calendar days of receipt for a full refund. Teachers for Learners, LLC will refund the purchase price only. The customer is responsible for paying the shipping and handling on the original invoice, and for shipping the package back to Teachers for Learners, LLC at the address provided under Ordering Information.

Ship returns to:
Teachers for Learners
c/o Silicon Valley Direct
29995 Ahern Avenue
Union City, CA 94578

Simply indicate the reason for your return, include the packing slip or invoice, and wrap the package securely before returning the item(s).

If materials received are in unsatisfactory condition and require replacement, please notify Teachers for Learners by Fax at (866) 402-7543 or email info@teachersforlearners.com within 7 calendar days of receipt. Shipping costs for replacement of damaged items will be paid by Teachers for Learners, LLC.

*Prices are subject to change without notice.