

PURCHASING INFORMATION

ORDERING

Online: All printed items are available at our online store. (Our two videos will be added by June 30*.) Online purchases require a purchase order number or credit card.

Mail: Mail orders must be accompanied with purchase order, credit card information or prepayment by check or money order. (For California orders, all prepayments must include applicable local district sales tax.) Mail to: Community Boards, 3130 - 24th Street, San Francisco, CA, 94110, ATTN: Publications. Download order form below.

Fax: Orders may be faxed to 415/626.0595. Faxed purchases require a purchase order number or credit card. Download order form below.

Telephone: Orders may be placed by phone at 415/920.3820, ext 104. Telephone transactions require a purchase order number or credit card. Download order form below.

No CODs.

(*Video orders may be placed by using the order form and faxed to 415/626.0595.)

PREVIEW POLICY

Community Boards does not release items for preview. Detailed information about our publications, which include sample lessons and agendas, can be view at "publications" on the website: [link to webpage]. If you have additional needs or questions, please email us: [jgarrison@communityboards.org]

RETURN POLICY

Item(s) must be returned within 30 days in resalable condition. Returnee is responsible for return shipping costs. Refunds will be made within 30 days of receipt of the item(s). Credit card purchases will be credited to account.

SHIPPING

Items are shipped via UPS Ground Service. Purchase order transactions are shipped within three (3) business days of receipt. Credit card transactions are shipped within three (3) days of the sales authorization.

SHIPPING RATE CHART

- For orders under \$60, please add \$10.30.
- For all other orders, rates are a percentage of the total cost of the items purchased. This amount will be included in total due:
 - \$60-\$80: 15.7%
 - \$81-\$160: 18.3%
 - \$161-\$320: 14.3%
 - \$321-\$480: 12.3%
 - \$481 or over: 11.3%

RUSH ORDERS

For same day processing, a \$10 processing charge will be added. Customer will be responsible for expedited shipping fees for *Next Day*, *Second Day*, or *Third Day* delivery via UPS.



COMMUNITY BOARDS

3130 - 24th Street
 San Francisco, CA 94110
 Phone: 415/920.3820, ext. 104 ■ Fax: 415/626.0595
 Email: jgarrison@communityboards.org

COMMUNITY BOARDS - RESOURCE MATERIALS ORDER FORM

DATE: _____

PAYMENT

Visa Mastercard
 Account #: _____ Exp: ____/____

Authorized Signature: _____

PURCHASE ORDER
 Purchase Order #: _____

BILLING ADDRESS

BUSINESS: _____
 ATTN: _____
 STREET #1: _____
 STREET #2: _____
 CITY: _____ STATE: ____ ZIP: _____
 TEL#: (____) ____-____ EMAIL: _____

SHIPPING ADDRESS

BUSINESS: _____
 ATTN: _____
 STREET #1: _____
 STREET #2: _____
 CITY: _____ STATE: ____ ZIP: _____

CURRICULUM GUIDES	Price	Quantity	Total
Conflict Resolution: A Middle and High School Curriculum	\$60.00		
Conflict Resolution: An Elementary School Curriculum	\$60.00		
NEW ELEMENTARY CLASSROOM RESOURCE			
Conflict Resolution Lessons for Grades 3-5	\$39.95		
NEW IMPLEMENTATION AND TRAINING GUIDES			
THE CONFLICT MANAGER PROGRAM			
Peer Mediation for Elementary Schools	\$39.95		
Peer Mediation for Middle Schools	\$39.95		
Peer Mediation for High Schools	\$39.95		
VIDEOS			
Conflict Managers in Action	\$25.00		
Peacemakers of the Future	\$40.00		

- Allow 5-8 business days for delivery via UPS. No Post Office Boxes. For shipping costs, see attached **Rate Chart**.
- ¹All applicable California sales taxes.
- ²**Rush Orders:** \$10 processing fee, plus expedited shipping charges. This charge will added to total.

ORDER SUMMARY	
Subtotal	
CA sales tax ¹	
S&H (See Rate Chart)	
Rush fee ²	
TOTAL AMOUNT DUE	