

NACCP Teacher Resource Catalogue Ordering Instructions

- All prices in our current Catalogue (v2.4) are in \$U.S. and are effective July 15, 2009.
 - T-Shirts and other items are available only from our CafePress Store at <http://cafepress.com/bridgelatin> and those items may not be combined on orders from the NACCP Teacher Resource Catalogue.
- State sales tax must be added to all orders shipping to Virginia unless a certificate of tax exempt status accompanies your order.
- We ship via USPS First Class or Priority Mail. Standard shipping and handling charges – to U.S. addresses only – are shown on the Order Form.
 - If expedited or overnight shipping is requested, actual shipping charges will be added to the invoice.
 - For shipments outside the U.S., actual shipping charges (including costs necessary to meet Customs or Postal requirements) will be added to the invoice.
- All orders from individuals must be prepaid using check, money order, or credit card; please do not send cash through the mail.
 - Make check or money order payable to NACCP.
 - We currently accept only VISA or MasterCard credit cards.
 - After your order has shipped, we will send an e-mail (to the address provided on the order form) with a “paid” invoice attached for your records.
- NACCP will accept a school or district purchase order if an authorized P.O. accompanies your order.
 - Our standard terms are “Net 15” from the date of our invoice.
 - Invoice will be mailed to the school or district address indicated on the P.O.
- We currently accept orders only by fax or mail:
 - FAX TO: 1-866-236-7681 Toll free from U.S. and Canada**
 - MAIL TO: NACCP
1083 Independence Blvd., #110
Virginia Beach, VA 23455**
- All orders will be acknowledged via e-mail to the address provided on the order form.
- We will make every effort to ship your order complete; NACCP will pay the additional shipping costs for any backordered item(s). Educational Software (Items 700-749) will be shipped to you direct from our supplier.
- Please send an e-mail to orders@bridgelatin.org for additional information or with questions related to an order.