

Qty.	Item No.	Title	Wholesale/Retail	Qty.	Item No.	Title	Wholesale/Retail
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**Nursery 18-24 months**

___	169498	Nursery Arts & Crafts.....bound	<b>13.90</b>	19.85
___	169471	Nursery Arts & Crafts.....unbound	<b>13.90</b>	19.85

**Student Materials 2- and 3-year-olds**

**LANGUAGE ARTS**

___	168238	Letters and Sounds for 3s.....bound	<b>13.35</b>	19.05
___	168246	Letters and Sounds for 3s.....unbound	<b>13.35</b>	19.05

**NUMBERS**

___	168254	Learning Numbers with Button Bear 2-yr-olds.....bound	<b>13.35</b>	19.05
___	168262	Learning Numbers with Button Bear 2-yr-olds.....unbound	<b>13.35</b>	19.05
___	168289	Numbers and Skills with Button Bear 3-yr-olds.....bound	<b>13.35</b>	19.05
___	168297	Numbers and Skills with Button Bear 3-yr-olds.....unbound	<b>13.35</b>	19.05

**ART/MUSIC**

___	168319	Arts and Crafts with Button Bear 2-yr-olds.....bound	<b>13.90</b>	19.85
___	168327	Arts and Crafts with Button Bear 2-yr-olds.....unbound	<b>13.90</b>	19.85
___	168335	Child Art for 2s.....bound	<b>11.75</b>	16.75
___	168343	Child Art for 2s.....unbound	<b>11.75</b>	16.75
___	168351	Arts and Crafts with Amber Lamb 3-yr-olds.....bound	<b>13.90</b>	19.85
___	168378	Arts and Crafts with Amber Lamb 3-yr-olds.....unbound	<b>13.90</b>	19.85
___	168394	Child Art for 3s.....bound	<b>11.75</b>	16.75
___	168386	Child Art for 3s.....unbound	<b>11.75</b>	16.75
___	169447	Preschool Bible Coloring Sheets 3-yr-olds.....bound	<b>11.80</b>	16.80
___	169463	Preschool Bible Coloring Sheets 3-yr-olds.....unbound	<b>11.80</b>	16.80

**Additional Student Materials**

**BIBLE**

___	167134	Bible Memory Picture Cards.....	<b>3.75</b>	5.30
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**Preschool Teacher Kit 2- and 3-year-olds**

___	178802	Preschool Teacher Kit.....	<b>491.35</b>	
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(includes curriculum, teacher books, aids)

Teacher Kit includes bound versions of the items below. (Do NOT indicate a quantity next to item number unless you are purchasing the item separately from or in addition to the Teacher Kit.)

**Preschool Teacher Kit**

___	169226	Preschool Curriculum.....	<b>120.00</b>	
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(includes Preschool Faculty Manual and 1 bound copy of each student book)

**LANGUAGE ARTS**

___	163511	Animal Alphabet Friends Flashcards.....	<b>32.70</b>	46.65
___	168424	Animal Alphabet Friends CD*.....	<b>21.45</b>	21.45
___	167177	Letter Picture Flashcards.....	<b>19.60</b>	27.95
___	44733	Felt 4" Alphabet.....	<b>31.00</b>	31.00
___	167215	Fun Poems and Finger Plays.....	<b>15.05</b>	21.45
___	173762	Amber Lamb Felt Hand Puppet.....	<b>23.10</b>	32.90
___	168238	Letters and Sounds for 3s.....bound	<b>13.35</b>	19.05
___	168246	Letters and Sounds for 3s.....unbound	<b>13.35</b>	19.05

**NUMBERS**

___	21253	Felt Objects for Counting.....	<b>23.80</b>	23.80
___	21229	Felt 3" Numerals.....	<b>18.25</b>	18.25
___	167207	Numbers Concept Flashcards.....	<b>13.80</b>	19.70
___	168432	Numbers Flashcards.....	<b>24.80</b>	35.40
___	168254	Learning Numbers with Button Bear 2-yr-olds.....bound	<b>13.35</b>	19.05
___	168262	Learning Numbers with Button Bear 2-yr-olds.....unbound	<b>13.35</b>	19.05
___	168289	Numbers and Skills with Button Bear 3-yr-olds.....bound	<b>13.35</b>	19.05
___	168297	Numbers and Skills with Button Bear 3-yr-olds.....unbound	<b>13.35</b>	19.05
___	173789	Button Bear Felt Hand Puppet.....	<b>23.10</b>	32.90

**DEVELOPMENTAL SKILLS**

___	167371	Language Development Visuals.....	<b>50.50</b>	72.05
___	167231	Growing Up with Amber Lamb Visuals.....	<b>32.70</b>	46.65

**ART/MUSIC**

___	168319	Arts and Crafts with Button Bear 2-yr-olds.....bound	<b>13.90</b>	19.85
___	168327	Arts and Crafts with Button Bear 2-yr-olds.....unbound	<b>13.90</b>	19.85
___	168335	Child Art for 2s.....bound	<b>11.75</b>	16.75
___	168343	Child Art for 2s.....unbound	<b>11.75</b>	16.75
___	168351	Arts and Crafts with Amber Lamb 3-yr-olds.....bound	<b>13.90</b>	19.85
___	168378	Arts and Crafts with Amber Lamb 3-yr-olds.....unbound	<b>13.90</b>	19.85
___	168394	Child Art for 3s.....bound	<b>11.75</b>	16.75
___	168386	Child Art for 3s.....unbound	<b>11.75</b>	16.75
___	169447	Preschool Bible Coloring Sheets 3-yr-olds.....bound	<b>11.80</b>	16.80
___	169463	Preschool Bible Coloring Sheets 3-yr-olds.....unbound	<b>11.80</b>	16.80
___	144258	Fun Songs for Little Ones.....Songbook	<b>14.80</b>	14.80
___	168408	Fun Songs for Little Ones 2s and 3s CD*.....	<b>21.45</b>	21.45

*End of Preschool Teacher Kit Contents*

**Other Recommended Items**

**DEVELOPMENTAL SKILLS**

___	167347	Learning Games.....	<b>23.80</b>	34.00
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**Bible**

___	170593	Preschool Bible Kit.....	<b>248.45</b>	262.40
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Bible Kit includes all the products in this section. (Do NOT indicate a quantity next to item number unless you are purchasing separately from or in addition to the Bible Kit.)

*Preschool Bible continued on next page*

**FOOTNOTE SYMBOLS**

\* **NEW/REVISED 2022 item**—Codes vary from last year; revision in content is noted.  
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### Preschool Bible (continued)

___	168416	Preschool Bible Curriculum.....	<b>16.20</b>	16.20
___	167126	Bible Memory Visuals .....	<b>32.70</b>	46.65
___	167142	Little Ones Sing unto the Lord.....Songbook	<b>14.80</b>	14.80
___	167762	Little Ones Sing unto the Lord 2s and 3s CD*.....	<b>21.45</b>	21.45
___	147621	Old Testament Stories Series 1.....Flash-a-Cards	<b>36.30</b>	36.30
___	147648	Old Testament Stories Series 2.....Flash-a-Cards	<b>34.00</b>	34.00
___	146633	New Testament Stories Series 1.....Flash-a-Cards	<b>34.00</b>	34.00
___	147613	New Testament Stories Series 2.....Flash-a-Cards	<b>29.50</b>	29.50
___	147656	Holiday Stories.....Flash-a-Cards	<b>29.50</b>	29.50

**Find Flash-a-Cards lesson guide replacements on p. 39**

### Summer Preschool Program

___	172251	Summer Preschool Curriculum.....	<b>16.20</b>	16.20
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### ART (STUDENT MATERIALS)

___	172278	Summer Fun with Amber Lamb Arts and Crafts Book.....bound	<b>13.90</b>	19.85
___	182044	Summer Fun with Amber Lamb Arts and Crafts Book.....unbound	<b>13.90</b>	19.85



### K4 Student Kit

___	193941	K4 Student Kit Cursive.....bound	<b>109.30</b>	156.00
___	193933	K4 Student Kit Cursive.....unbound	<b>109.30</b>	156.00
___	193976	K4 Student Kit Manuscript.....bound	<b>109.30</b>	156.00
___	193968	K4 Student Kit Manuscript.....unbound	<b>109.30</b>	156.00

Student Kit includes bound (or unbound) versions of the items below, except where noted. (Do NOT indicate a quantity next to item number unless you are purchasing the item separately from or in addition to the Student Kit.)

### K4 Student Kit

#### LANGUAGE ARTS

___	138401	Little Books 1–12 (Groups 1–3).....	<b>11.60</b>	16.55
___	138428	Animal Friends Books 1–8 .....	<b>10.10</b>	14.40
___	138533	Mini Alphabet Flashcards .....	<b>3.75</b>	5.30
___	138568	ABC Writing Tablet Cursive.....bound	<b>13.90</b>	19.85
___	167681	ABC Writing Tablet Cursive.....unbound	<b>13.90</b>	19.85
___	167274	ABC Writing Tablet Manuscript.....bound	<b>13.90</b>	19.85
___	167711	ABC Writing Tablet Manuscript.....unbound	<b>13.90</b>	19.85
___	138576	Writing with Phonics K4 Cursive.....bound	<b>13.35</b>	19.05
___	167703	Writing with Phonics K4 Cursive.....unbound	<b>13.35</b>	19.05

### K4 Student Kit (continued)

___	167282	Writing with Phonics K4 Manuscript.....bound	<b>13.35</b>	19.05
___	167738	Writing with Phonics K4 Manuscript.....unbound	<b>13.35</b>	19.05

#### PHONICS/NUMBERS

___	138525	ABC-123.....bound	<b>16.80</b>	24.00
___	167673	ABC-123.....unbound	<b>16.80</b>	24.00

#### DEVELOPMENTAL SKILLS

___	138592	Readiness Skills K4.....bound	<b>12.95</b>	18.50
___	164046	Readiness Skills K4.....unbound	<b>12.95</b>	18.50

#### ART/MUSIC

___	138584	Art Projects K4.....bound	<b>13.90</b>	19.85
___	164038	Art Projects K4.....unbound	<b>13.90</b>	19.85
___	138614	K4 Bible Activity Book.....bound	<b>12.95</b>	18.50
___	167754	K4 Bible Activity Book.....unbound	<b>12.95</b>	18.50

### End of K4 Student Kit Contents

### Additional Student Materials

#### LANGUAGE ARTS

___	<u>pkgs.</u> 168459	Little Book 1 (10/pkg.—Groups 1–3) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 168483	Little Book 2 (10/pkg.—Groups 1–3) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 168491	Little Book 3 (10/pkg.—Groups 1–3) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 168505	Little Book 4 (10/pkg.—Groups 1–3) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 168513	Little Book 5 (10/pkg.—Groups 1–3) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 168521	Little Book 6 (10/pkg.—Groups 1–3) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 168548	Little Book 7 (10/pkg.—Groups 1–3) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 168556	Little Book 8 (10/pkg.—Groups 1–3) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 168564	Little Book 9 (10/pkg.—Groups 1–3) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 168572	Little Book 10 (10/pkg.—Groups 1–3).....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 169412	Little Book 11 (10/pkg.—Groups 1–3).....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 169439	Little Book 12 (10/pkg.—Groups 1–3).....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 138444	Tip (10/pkg.—Groups 1–2) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 138452	Gus (10/pkg.—Groups 1–2).....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 138479	Tess and Bess (10/pkg.—Groups 1–2).....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 138487	Matt the Rat (10/pkg.—Groups 1–2) .....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 138495	Pet Pete (10/pkg.—Groups 1–2).....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 138436	Jake (10/pkg.—Groups 1–2).....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 138509	Dave (10/pkg.—Groups 1–2).....	<b>10.10</b>	10.40
___	<u>pkgs.</u> 138517	A Pal (10/pkg.—Groups 1–2).....	<b>10.10</b>	10.40

#### BIBLE

___	167134	Bible Memory Picture Cards.....	<b>3.75</b>	5.30
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### K4 Total Teaching Package

___	294306	Total Teaching Package for K4 Teachers Cursive....	<b>660.40</b>	825.05
		Contains everything in the <b>Teacher Kit</b> plus all the <b>Essential Support Materials</b>		
___	294314	Total Teaching Package for K4 Teachers Manuscript ...	<b>660.40</b>	825.05
		Contains Manuscript Versions (where applicable) of everything in the <b>Teacher Kit</b> including Manuscript Lesson Plans, plus all the <b>Essential Support Materials</b>		

Total Page 6 \$ \_\_\_\_\_

#### FOOTNOTE SYMBOLS

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Student Test Date      /      /       
M / D / Y

Spring test dates: March 1–April 30

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  - (a) The terms of this Agreement being with the User paying the initial month's DVD fee of \$75 per grade (K4-6) or \$25 per course (grades 7-12) and any shipping costs (if applicable). The User shall provide debit/credit card information to be used to charge DVD fees once a month on a date agreed upon by the User and Abeka Book, Inc., until the DVDs have been returned to Abeka Book, Inc. Missed payments will be subject to 1.5% late charge per month (18% annual percentage rate). Abeka Book, Inc., is not to be held responsible for late, lost, damaged, or misdirected mail. Any payment more than 30 days in arrears shall constitute a default and shall entitle Abeka Book, Inc., to take immediate possession of the items listed in this Agreement, or such other and additional remedies as are available under the laws of the State of Florida. Make checks payable to Abeka Book, Inc.
  - (b) User shall provide its own insurance on the DVDs and shall be responsible for replacement in the event of damage, erasure, loss, or theft.
  - (c) If it becomes necessary for an Abeka Book, Inc., field representative to pick up the DVDs, a \$100 pickup fee plus postage/shipping fees will be assessed to the User along with any other monthly fees owed.
  - (d) All DVDs shall be stored in a secured area maintained in a 70° F or cooler climate, and shall be inaccessible to students or others except during instructional periods or under the supervision of User.
  - (e) If User fails to renew this Agreement at the end of the initial term hereof, or at the end of any subsequent renewal term, the User shall return the DVDs to Abeka Book, Inc., by the 1st day of August immediately following the expiration of the initial term or any renewal term thereof, as the case may be. User shall return the DVDs via UPS, insured at the User's expense, to 5418 Rawson Lane, Pensacola, Florida 32503. DVDs are not to be sent back during the school year unless this Agreement or any renewal hereof is terminated in the manner set forth herein. If the DVDs are not received by the 1st day of August following the expiration of the initial term of this User Agreement, or any renewal term hereof, this Agreement shall automatically renew for an additional one-year term, and the User will automatically become obligated to pay a registration fee for the renewal term and the regular monthly fee will be assessed for August and each ensuing month until the DVDs are returned. If it is necessary for an Abeka Book, Inc., field representative to pick up the DVDs, a \$100 pickup fee plus postage/shipping fees will be assessed to the User.
  - (f) Any new account past due 30 days or more must be made current before additional DVDs can be sent.
  - (g) Any existing account (user of DVD beyond one year) past due 30 days or more for monthly fees may be deemed in default of this Agreement and all DVDs may be picked up immediately by a representative of Abeka Book, Inc. User gives Abeka Book, Inc., all the necessary rights of ingress and egress for the express purpose of picking up all DVDs.
  - (h) March is the month set aside for reviewing this Agreement with the User for the succeeding year and for the User to renew the Agreement for the next year or for the User to notify Abeka Book, Inc., that the DVDs will not be used and will be returned at the end of the present term of the User Agreement (no later than August 1). Abeka Book, Inc., management will contact the User during the month of March with instructions concerning how to renew the Agreement. Should Abeka Book, Inc., revise or update a grade or course, the User agrees to return the DVDs no later than August 1 of that year, by UPS insured at the User's expense.
  - (i) If User desires to terminate all or any portion of the Agreement, User may do so upon written or verbal request and upon acceptance by Abeka Book, Inc., management. However, monthly payments will continue to become due and payable until the DVDs are received by Abeka Book, Inc. DVDs must be received by the payment date to avoid charges for that month. All DVDs must be returned in excellent condition, UPS insured, to 5418 Rawson Lane, Pensacola, FL 32503.

### (4) VIDEO STREAMING CONTENT DELIVERY PROVISIONS:

- (a) The term of this Agreement begins with User purchasing a minimum 100-hour viewing block of time for \$50, plus applicable taxes. Additional viewing hours may only be purchased in 100-hour blocks of time. There is no limit to the number of hours that may be purchased. Make checks payable to Abeka Book, Inc.
  - (b) Purchase of Streaming hours provides the User with access to the K4-12 library of Abeka Book, Inc., videos.
  - (c) The viewing time purchased is consumed as the User views video as a pay-per-use transaction. Viewing time not consumed is not refundable.
  - (d) Any payment for the purchase of viewing time more than 30 days in arrears shall constitute a default and shall entitle Abeka Book, Inc., to terminate video access immediately, remove ordered hours from available viewing time, or such other and additional remedies as are available under the laws of the State of Florida.
- ### (5) GENERAL PROVISIONS:
- (a) Neither party hereto may assign this Agreement or any right or interest herein without the written consent of the other party.
  - (b) This Agreement shall be governed by and construed according to the laws of the State of Florida. User hereby consents to the exclusive jurisdiction of the state and federal courts located in Escambia County, Florida, and agrees that any dispute whatsoever arising between the parties hereto shall be initiated and prosecuted exclusively in Escambia County, Florida.
  - (c) Nothing herein contained shall be construed so as to create a partnership or joint venture between the parties and neither party is the agent of the other. User shall carry the full responsibility and liability of supervision and control of all persons utilizing the VIDEOS.
  - (d) This Agreement constitutes the entire understanding and contract between the parties and supersedes any and all prior or contemporaneous oral or written communications regarding the subject matter of the relationship between the parties. A facsimile copy of this Agreement shall be considered the same as the original and User waives the right to challenge in court the authenticity of a facsimile copy of the Agreement in any enforcement action of this Agreement.
  - (e) Any notices required shall be in writing and shall be deemed to have been duly served or delivered when sent by certified mail to the business address of the party which is given herein.
  - (f) This Agreement does not become effective unless accepted and ratified by the Abeka Book, Inc., home office.
  - (g) User, by accepting this Agreement, agrees to furnish proof of exemption from state sales tax where applicable, or User shall remit payment for all applicable taxes with the payments due under this Agreement.
  - (h) IN NO EVENT SHALL ABEKA BOOK, INC., BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, OR CLAIMS FOR DAMAGES INCURRED BY USER OR ANY THIRD PARTY. THE MAXIMUM LIABILITY OF ABEKA BOOK, INC., FOR DAMAGES IN CONNECTION WITH THIS AGREEMENT SHALL IN NO EVENT EXCEED THE AMOUNT PAID BY USER TO ABEKA BOOK, INC., UNDER THIS AGREEMENT.
  - (i) Abeka Book, Inc., is not liable for damages to a customer's video equipment.
  - (j) User acknowledges that its use of the Materials in violation of this Agreement will result in material and irreparable harm to Abeka Book, Inc., and that it would be difficult or impossible to establish the full monetary value of such harm. In the event of User's breach or imminent threat of breach of this Agreement, Abeka Book, Inc., may seek to obtain, in addition to other remedies, injunctive relief, including but not limited to specific performance.
  - (k) Only organizations approved through Abeka Book, Inc., can qualify for the VIDEO school program.
  - (l) All customs fees are the responsibility of the customer.
  - (m) Video kits cannot be ordered through a board of education, public school district, or other such services for personal or homeschool use.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of School/Educational Center where Licensed Materials are to be used: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Ordering Information** (See next page for Additional Information for All Accounts outside Contiguous United States)

**Terms and Conditions**

- All orders are subject to approval by Abeka office in Pensacola, FL.
- Prices are subject to change without notice.
- Orders are shipped F.O.B. Pensacola at customer's risk. Special instructions should be clear.
- All materials purchased hereunder, including but not limited to teacher editions, curriculum/lesson plans, teacher keys, answer keys, solution keys, and student kits (as defined in the "Definitions" section of this order form) shall be specifically subject to the terms and conditions of the User License Agreement, attached and incorporated as a part of this order form.
- Sales Tax: Orders are charged current state sales tax plus the applicable local tax based on the shipping address. If exempt from sales tax, please send Abeka a copy of your resale or exemption certificate. Sales tax exemption certificates must be on file to receive sales tax refunds.
- School accounts may not lease, purchase, or place orders for home-schooling families, including umbrella groups operating under a school. Homeschoolers may purchase retail items directly from Abeka. Schools may not purchase items for other schools, bookstores, churches, etc. Schools may purchase items only for their own school.
- Curriculums are not available on public school organization accounts; however, these accounts may purchase other materials for home-schools and Christian schools within their own state.

**Shipping**

- Standard Service: Orders within the contiguous U.S. and Canada are shipped by standard service at no charge.
- Orders are processed for shipping when received. If order is received after July 15, allow 4 weeks for delivery.
- Shipments may arrive over a period of days. Inventory immediately. Abeka is not responsible for missing items reported after 60 days of the invoice date.
- Large school orders should be placed by Internet or mail to avoid errors.

**Payment**

- We do not accept postdated checks.
- There is a charge of \$25 or 5% of the check value on all returned checks.
- Payment for your order is due upon invoicing. To avoid late charges, the payment of each invoice must reach the Abeka office no later than 30 days after invoice date.

**Deferred Payment Discount**

- Qualified orders placed before 6/30/2022 will receive 10% off total order and payment in full will be due 10/14/2022. Order must be over \$1,000 and account and credit line must be in good standing.

**Deferred Payment Plan**

- Payment plan is available for qualified orders placed before 6/30/2022 and above \$5,000 minimum. Account and credit line must be in good standing. Payment plan is spread out over 4 months and payment is due every third Friday of the month.

Payment	Dates
Payment 1	10/14/2022
Payment 2	11/18/2022
Payment 3	1/13/2023
Payment 4	2/17/2023

**Delinquent Accounts**

- Accounts past due 30 days or more must be current before additional material can be sent. Delinquent accounts are subject to 1½% late charge per month (18% annual percentage rate).
- Payments on delinquent accounts will first apply to accrued late fees; the remainder will be applied to principal.

**New Account Orders**

- New accounts are opened upon receipt of your order and a completed account application. You will be notified of your approved credit line within six working days of receipt of your completed form. Orders not accompanied by payment in full will be held for payment or approval of credit line sufficient to cover the order amount. If you need an account application, please call 1-800-874-3580, extension 1.

**Preview Orders**

- Orders (one copy per title) may be placed (not retail or international accounts) for a 60-day preview period from the date of the invoice. If a preview order is kept, the invoice must be paid no later than 30 days after the 60-day preview ends. Please mark if order is for preview.
- New accounts may order a total value of \$100 of textbooks and materials on preview. Cash for any amount over \$100 must accompany preview orders. Please Note: Grade level and/or subject curriculums, one Bible curriculum kit, one preschool or kindergarten curriculum kit, and one elementary curriculum kit may be ordered on preview with delayed payment upon approval of a completed account application or through a visit with your local Abeka representative. Call toll free 1-877-223-5226 to request a visit with your representative.
- To return preview orders, see return policy.

**Back Orders**

- Back orders will be sent as soon as they become available.

**Copyright Notice**

- Abeka materials are protected by copyright law. No part of any publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, or by license from any collective or licensing body without permission in writing from the publisher.

**Return Policy**

- Before returning any materials, please visit abeka.com or call 1-877-223-5226 for Return Materials Authorization (RMA) so that proper credit can be issued to your account. The return address is 5418 Rawson Lane, Pensacola, FL 32503, U.S.A. The customer is responsible to pay all expenses incurred when returning merchandise to Abeka.
- Items marked as "As long as available" are nonreturnable. Nonreturnable merchandise returned to Abeka will be discarded.
- Full credit will be given on merchandise returned within 30 days of the invoice date. Materials returned between 30 and 60 days of the invoice date will receive a 10% restocking fee. Materials returned between 60 and 90 days of the invoice date will receive a 25% restocking fee. No credit will be issued for returns received 90 days after the invoice date. Materials returned must be in perfect, salable condition, NOT DAMAGED—unmarked, unstamped, with no signs of shelf wear. To receive credit for unbound books, return in original wrap.
- Abeka cannot be responsible for any loss or damage incurred in return shipments. Shipments should be sent via UPS or motor freight.
- Allow four weeks for credit to be issued for returned merchandise.
- Examination orders in new condition may be returned within the examination period for full credit. Please call to request a prepaid return label to send merchandise back. If any items are kept out of the order, the customer will be responsible for the merchandise value of only those items.

## International Accounts

Additional Information for All Accounts outside Contiguous United States

### Standard service on all orders is free when using Abeka preferred carrier for your region.

- Provide account number (existing accounts).
  - Verify billing and shipping address.
  - All orders must be prepaid unless the customer is located in Canada, Alaska, or Hawaii and has been approved for a credit line with Abeka.
- To avoid late charges, the payment of each invoice should be made no later than 45 days after invoice date for Canadian accounts and 90 days for Alaskan and Hawaiian accounts.
- Canadian accounts are charged 5% GST.
  - Payments by check are to be made in U.S. dollars drawn on a U.S. bank.
  - International accounts will be invoiced a bank handling charge when a charge is instituted by the foreign bank.
  - All returned checks from international accounts have a \$35 charge.
  - To transfer funds using a bank wire, please contact Abeka for procedures. Fees from our bank will be deducted from the amount of the bank wire transfer. Any refund of credit from Abeka will also have fees from our bank deducted from the amount of the refund.
  - Shipments will be sent via our preferred carrier unless otherwise specified.
  - If order is shipped by our preferred carrier, shipping is free. If order is shipped by a carrier other than our preferred, shipment costs are based on the weight of the shipment.
  - The preferred carrier for large shipments may be a freight carrier with delivery to the nearest port.
  - Any fees incurred when materials pass through customs are the responsibility of the customer.
  - If using a Freight Forwarder, please provide the name of the Freight Forwarder.
  - Tax will be charged for orders being shipped to a Freight Forwarder within the U.S. Tax may be refunded if the named Freight Forwarder's warehouse receipt or invoice is provided to Abeka.
  - Storage fees, if charged by the Freight Forwarder, are the responsibility of the customer.
  - Please provide your Customs Registration Number (CRN) if the order is being shipped directly to China or Brazil or to a Forwarding Agent for later delivery in those countries.

## ProTeach Video Information

### Teacher Kits and Video Manuals

It is highly recommended that each teacher have a Teacher Kit and a Teacher Video Manual so he will be equipped to keep lessons on track and knowledgeable about what students are learning. The Teacher Kit contains a complete set of basic teacher's materials (Teacher's Editions, curriculum lesson plans, and select teaching aids). The Teacher Video Manual includes a complete set of daily lesson plans for each grade or course. If a revision occurs, it is strongly recommended that you purchase new materials and Teacher Video Manuals to ensure that you receive the fullest benefit of the program.

Once your school has signed up for the ProTeach Video Program and your order has been processed, your school will be able to access free PDF copies of grade 7–12 Video Manuals through your Abeka online account.

### Student Textbooks and Materials

It is highly recommended that every student have a video Student Kit for use in the Video School classroom. We suggest ordering one kit per student for each grade or course being offered through ProTeach Video.

### Streaming

Visit [AbekaAcademy.org/ChristianSchool/ProteachVideo/Streaming](http://AbekaAcademy.org/ChristianSchool/ProteachVideo/Streaming) for more detailed information and system requirements.

### Payment

#### Video Streaming

Payment for streaming services is due at time of order. Video Streaming hours are nonrefundable.

#### DVD

First month's DVD fees are due at time of order.

Credit/Debit card information is needed to set up the auto-payment of all future monthly DVD fees.

DVD fees will continue to be automatically charged to the debit/credit card on a monthly basis until the DVDs have been returned to ProTeach Video.

### DVD Returns

Prepaid Return Service (RS) Labels are available online through your ProTeach account. If you do not have Internet access, contact the ProTeach office. (This service is available for the U.S., Canada, and most foreign countries.) Cost of returning DVDs by any other method than using the RS labels is the customer's responsibility. ProTeach is not responsible for any loss or damages incurred in return shipments when using methods other than the Prepaid Return Service. DVDs must be returned no later than August 1 if you are not renewing your agreement.

### Revised Courses

Previous version DVDs must be returned by **August 1**. New/revised versions of video classes will be held until the previous version DVDs are returned. This year's revised courses are Grade 2, Grade 5, U.S. History 8, Physical Science, Biology, Old Testament: Genesis, Spanish 2, and Speech.

### Student/Teacher Materials

#### Ordering

**Correct editions**—Student and Teacher Materials should be ordered using the code numbers in this order form to ensure that they match the video content.

## Contact Information



### Internet Orders and Other Internet Services

**abeka.com**

Place orders, track shipments, check balances, and much more.



### Customer Service Email

**customerservice@abeka.com**



### Live Chat

Connect with a live agent at

**abeka.com/chat**

*Chat available during office hours*



### Toll-Free Customer Service

1-877-223-5226  
U.S. and Canada

Customer Service Operators  
(available Mon–Fri,  
7 A.M.–6 P.M. CT)

Automated Services:  
balance and  
shipment inquiries  
(available 24 hours)



### International Orders and International Customer Service

Phone:  
**(850) 478-8933**

Fax:  
**(850) 478-8558**

E-mail:  
**international@abeka.com**



### Mail

Abeka, Inc.,  
P.O. Box 19100  
Pensacola, FL  
32523-9100, U.S.A.

## Please send me free information.



- Preschool/Kdg. Catalog
- Grades Preschool–12 Catalog



- Free Samples



**PENSACOLA  
CHRISTIAN  
COLLEGE.**

- PCC Viewbook
- PTS Viewbook
- Ladies Celebration Brochure

### Summer Camps for High School Students

- Summer Camps—  
Girls Basketball, Guys Basketball,  
Girls Volleyball, Guys Soccer,  
Computer Science, Criminal  
Justice, Elementary Education,  
Engineering and Science, History  
and Political Science, Nursing,  
Pre-Medicine, Writing, Art, Drama,  
Music Academy





Christian School Order Form

Preschool-Grade 12

1-877-223-5226
P.O. Box 19100, Pensacola, FL 32523-9100, U.S.A.
abeka.com

M-F, 7 A.M.-6 P.M. CT

2022

PLEASE PRINT

School Name

Billing Address

Address

P.O. Box

City State

ZIP - Use 9-digit ZIP code

Shipping Address [ ] Check if same as billing address.

Address

City State

ZIP - Use 9-digit ZIP code

Phone ( )

Email

(Please provide your email address if you would like to receive an email confirmation of your order and priority notification of new products and updates.)

Principal's Name Dr. Mr. Mrs. Miss

Church Affiliation

X Signature of person ordering

[ ] Check if the above is a change of address. If so, please attach a note giving old address.

FILL IN APPROPRIATE INFORMATION:

See pp. 3, 43-47 for details.

- [ ] Preview Order [ ] Deferred Payment Discount (\$1,000 order minimum)
[ ] New Account [ ] Deferred Payment Plan (\$5,000 order minimum)
[ ] Deferred Payment Combo (\$1,000 order minimum)

School Start Date / / Month / Day / Year

Organizational Type (check one)

- [ ] School [ ] Church [ ] Other
[ ] Daycare [ ] Bookstore

Methods of Payment (check one)

[ ] Check Enclosed Date of Order / / Month / Day / Year

[ ] Charge Abeka Account
Customer Account No.
Purchase Order No.

[ ] Charge Visa / MasterCard / Discover [VISA] [MasterCard] [DISCOVER]

Required information for credit card order: credit card number, security code, expiration date, ZIP code, and name below

Credit Card Number

Security Code Expiration Date
(last 3 digits from strip on back of card) Month Year

Cardholder's ZIP Code

Cardholder's Name Please print.

Complete only if special "ship to" address (one-time use).

Ship To

Street Address Required for delivery

City State

ZIP - Use 9-digit ZIP code

For office use only

BVAL . CHK

CREF /

Order ID Date

Initials Order Value

Printed in U.S.A. 3/22 TM



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Enrollment

- P
K4
K5
1-6
7-12

Shipping Instructions

(check one)

[ ] Standard Service See p. 43 for details.

[ ] International Shipment See p. 44 for details.