



Keys to Successful Ordering Continued

- Please do not include orders or cheques with your return. Orders receive first priority so your order may sit with your return for some time.
- Online orders-use your customer number as both your user name and password. If you sign in as GUEST you will not receive your discount.
- Please pay attention when ordering online to Third Edition Math and Latest Edition Math Paces and Score Keys. It is very easy to confuse the two editions.
- When ordering online, please double check the number of Paces you have ordered. It is easy to order 10 instead of 1.
- When checking your orders, please use the **picklist** provided with the order, not the invoice.



Keys to Successful Ordering

- Please make sure to include your **customer number** on the cover page of your order. We have a number of schools with the same name so this saves us time and enables us to process your order faster.
- Please do not tally Pace orders. For example if you need 3 copies of a Pace—write 3, not I I I.
- Please do not cross out Third Edition Math with vertical lines. We take that to mean you need one copy of everything.
- Please total the number of Paces you have ordered for each column. This aids us if a fax does not come through clearly.
- If you are faxing in an order. Please make sure to note the number of pages you are sending.