

PRODUCT SALES ORDER FORM

Please follow these instructions for purchasing NCHE products through SERVE, Inc.:

- Print form and enter all information. Please print clearly. Use the table below to calculate shipping and handling. Call for a shipping quote if ordering more than 1000 items.
- Purchase order, check or money order payable to SERVE, Inc. must accompany completed order form. Mail or fax to the address at right. Sorry, we cannot accept debit or credit cards. We do not charge sales tax.

Mail or Fax to:

SERVE, Inc.
P.O. Box 5406
Greensboro, NC 27435

Fax: 336-315-7457
Phone: 800-308-2145

Customer Information

Name		Date
Title		PO # / Check #
Organization		
Address 1		
Address 2		
City	State	Zip
Phone	E-mail	

Order Information

Product Code	Product Name	Language	Cost	Quantity	Total Product Cost
23	After the Storm (A Handbook for Parents)	English	1.00		
25	Disaster Relief Agencies and Schools (A Handbook for Local Liaisons and State Coordinators)	English	1.00		
5	From the School Office to the Classroom (A Handbook for Local Liaisons, Enrollment Staff, and District Administrators)	English	1.00		
24	School as a Safety Net (A Handbook for Relief Agency Staff and Volunteers)	English	1.00		
17 (English) 18 (Spanish)	Educational Rights Poster for Youth	English	.60		
		Spanish	.60		
14 (English) 15 (Spanish)	Educational Rights Poster for Parents	English	.60		
		Spanish	.60		
4	Enrollment: Ready Reference for Schools (enrollment foldout)	English	1.00		
19	Local Homeless Education Liaison Toolkit on cd-rom	English	1.00		
10 (English) 11 (Spanish)	Parent Booklet: What You Need to Know to Help Your Child in School	English	1.00		
		Spanish	1.00		
12 (English) 13 (Spanish)	Parent Pack Pocket Folder	English	1.50		
		Spanish	1.50		
16	Surviving on Your Own: Information for Youth on How Schools Can Help (youth booklet)	English	1.00		

Shipping and Handling			Subtotals		
Orders Ship Fed Ex Ground. Alaska and Hawaii orders: call for quote					
1-50 Items	-	\$10.00	Over 100 Items - 15% of Total Item Cost	Shipping & Handling	
51-100 Items	-	\$18.00	Over 1000 Items - Call for Quote	Total Order Amount	

form updated 4/28/2011

For Office Use Only: Date Received _____ Date Shipped _____