ORDERING INFORMATION

1. Orders may be placed by mail, phone, fax, email or web site. Most items are discounted ten percent or more below retail. All prices are subject to change without notice.

2. Sample orders are welcome. A bill will be sent at the end of the month and will include postage and handling fees. All materials are returnable; accounts will be credited if the materials are in saleable condition when returned.

3. Teachers: remember to order additional materials for visitors, unexpected new students, and a substitute teacher.

4. Returns: Materials may be returned only during the school year in which they were ordered. They must be in saleable condition when received in order for credit to be applied to the customer's account.

5. Payment Policy: Statements will be mailed at the end of each month. For orders on account, please send payment after receiving a statement, since postage and handling will be added to your order total. All accounts must be paid in full before ordering for a new school year.

6. Foreign Customers: Please remit in U.S. funds payable to Ambassador Publications.

7. Save on postage costs by ordering in time for books to be sent Fourth Class Book Rate. Shipments are sent via U.S. Postal Service First Class or Fourth Class delivery. Please indicate preference when ordering.

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