

NACCP Teacher Resource Catalog Ordering Instructions

- Our current catalog is v3.0 and dated July 8, 2011. All prices shown are in \$U.S.
 - Please use NACCP item numbers on your order form. *Note that some items from prior catalogs are no longer available.*
 - T-Shirts and many other items are available for purchase only from our CafePress Store at <http://cafepress.com/cambridgelatin> and may not be combined on orders from the NACCP Teacher Resource Catalog.
- All Teacher Resource Catalog 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 only 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 will acknowledge receipt of your order to the e-mail address on the order form.
- Sales Tax will be added to all orders shipping to Virginia unless a certificate of tax exempt status accompanies your order.
- We will make every effort to ship your order complete; NACCP will pay the additional shipping costs for any backordered items. Educational Software (series 700 item numbers) will be shipped prepaid directly to you from our supplier.
- 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 any costs necessary to meet Customs or Postal requirements) will be added to the invoice.
- 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**

- Please send an e-mail to orders@cambridgelatin.org for additional information, questions about item availability, or regarding any issues related to an order or invoice.