

## CORE WORKSHOP MATERIALS ORDER FORM

Today's Date

Sponsor Name

Contact Name

E-mail

Phone

### Workshop Information

**ONLY WORKSHOPS WITH SECOND EDITION TRAINERS MAY ORDER MATERIALS. PLEASE ENSURE YOUR TRAINER HAS UPATED THEIR TRAINER STATUS.**

#### Workshop 1

**ONLY WORKSHOPS WITH SECOND EDITION TRAINERS MAY ORDER MATERIALS**

Workshop 1, Second Edition: Crisis Prevention & Preparedness: Comprehensive School Safety Planning

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date of Workshop

PREPaRE Trainer

Additional PREPaRE Trainer

#### Workshop 2

**ONLY WORKSHOPS WITH SECOND EDITION TRAINERS MAY ORDER MATERIALS**

Workshop 2, Second Edition: Crisis Intervention & Recovery: The Roles of School-Based Mental Health Professionals

\_\_\_\_/\_\_\_\_/\_\_\_\_ and \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Dates of Workshop

PREPaRE Trainer

Additional PREPaRE Trainer

### Shipping Information

Business/Location for Delivery

Attention

Phone

Address

City

State

Zip Code

Requested Delivery Date

**Billing Information**


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 Organization
 

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 Person Receiving Invoice
 

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 Address
 

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 City
 

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 State
 

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 Zip Code
 

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**Payment Method**

Check # \_\_\_\_\_ Purchase Order # \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_

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 Card #
 

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 Expiration Date
 

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 Cardholder Name
 

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 Authorized Signature
 

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**Materials Order Information**

<u>Item</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
<b><u>ONLY WORKSHOPS WITH SECOND EDITION TRAINERS CAN PURCHASE MATERIALS</u></b>			
Workshop 1	_____ x	\$35.00 (Per Participant Materials Fee)	\$ _____
Workshop 2	_____ x	\$45.00 (Per Participant Materials Fee)	\$ _____
		<b>Order Amount</b>	\$ _____
		Shipping/handling Ground (6% of Order Amount)	\$ _____
		2nd Day or Overnight Shipping (call for price)	\$ _____
		<b>Billing Total:</b>	\$ _____

**Send order form and payment 4 weeks prior to delivery date to:**

PREPaRE Program

National Association of School Psychologists

4340 East West Highway, Suite 402, Bethesda, MD 20814

Fax: 301-657-0275 E-Mail: [prepare@naspweb.org](mailto:prepare@naspweb.org)**PREPaRE Trainer Policy**

Only trainers with PREPaRE Trainer status may conduct workshops. Only workshops with trainers updated in the second edition may purchase second edition materials. Please confirm with your trainer if you are unsure of which edition you will be providing.

**Returns**

Materials may be returned at 50% of the original price if received in new condition within 180 days of the date of invoice. Returns must be pre-approved by the NASP office. To request a return, please e-mail NASP at [prepare@naspweb.org](mailto:prepare@naspweb.org), with the name of the sponsoring organization, workshop presenter, date(s) of the workshop(s), original order quantity, and invoice number. A *Permission to Return Request* form will be e-mailed to you. Please send your package via UPS or insured parcel post with the completed form to the above address. Return shipping is the responsibility of the workshop sponsor.

**Customer Service**

Please contact NASP by e-mail [prepare@naspweb.org](mailto:prepare@naspweb.org) or phone 1-866-331-NASP (6277) or (301) 347-1664 (direct line).

**Workshop and Materials Order Policy**

Only NASP PREPaRE Trainers may conduct a PREPaRE Workshop. NASP will only ship materials to workshops being given by trainers with PREPaRE Trainer status. Due to copyright guidelines and regulations, workshop materials may ONLY be distributed to those participants who attend the PREPaRE workshop(s).

**Delivery**

Unless otherwise noted, materials will be shipped ground. Shipping/handling charges for the continental U.S 6% of the order cost. AK, HI, PR & International orders are billed at actual cost.

Orders must be received four weeks prior to delivery date. Orders shipped ground will normally arrive within 7-10 business days. Rush orders Contact NASP (may incur \$50 handling fee).

**Updated July 2012**