

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

Organization _____

Person Receiving Invoice _____

Address _____

City _____

State _____

Zip Code _____

Payment Method

Check # _____ Purchase Order # _____ Visa _____ Master Card _____

Card # _____

Expiration Date _____

Cardholder Name _____

Authorized Signature _____

Materials Order Information

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

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**Customer Service**Please contact NASP by e-mail prepare@naspweb.org or phone 1-866-331-NASP (6277) ext. 850.**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).

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

Returns are accepted within 60 days of purchase for sales between 5/1/19-6/30/19. Refunds are subject to 50% restocking fee. No returns on sales after 7/1/19. All returns must be in 'like new' resalable condition. Requests for permission to return should be faxed to NASP at 301-657-3127.

NASP must be notified of any product received damaged in shipment within 48 hours of receipt at 866-331-6277.