

2009-2010 Order Form (Expires July 2010)

Resources for Presenting *Disciples in Mission*

	Unit Price	Quantity	Cost
The <i>Disciples in Mission</i> Parish Kit			
Contains samples of all the materials your parish needs to conduct <i>Disciples in Mission</i> —a three year experience of evangelization. DM Presentation Video; Parish Leadership Team Manual (2 copies); Training Video for Small Group Leaders; Commentary and Planning Guide for <i>Go and Make Disciples</i> ; <i>Discovering My Experience of God</i> ; and a DM Preview Kit that contains mixture of samples from Cycles A, B, and C; <i>Disciples in Mission</i> Brochure: An Evangelization Experience; 18 Bulletin Inserts; Family Activity Booklet; sample Homily Guide; 1 Poster; 3 Prayer Cards; Small Group Leader's Guide; Small Group Participant's Booklet; Sign-Up Sunday Brochure; <i>A Summary—Go and Make Disciples</i> ; samples of the Teen Leader's Guide and Participant's Booklet.			
5490 English	\$72.95		
5491 Spanish	\$72.95		
<i>Disciples in Mission</i> Preview Kit (Mixture of samples from Cycles A, B, and C)			
<i>Disciples in Mission</i> Brochure: An Evangelization Experience; 18 Bulletin Inserts; Family Activity Booklet; sample Homily Guide; 1 Poster; 3 Prayer Cards; Small Group Leader's Guide; Small Group Participant's Booklet; Sign-Up Sunday Brochure; Pentecost Novena Card; <i>A Summary—Go and Make Disciples</i> ; samples of the Teen Leader's Guide and Participant's Booklet.			
5480 English	\$21.95		
5481 Spanish	\$21.95		
<i>Disciples in Mission</i> Presentation Video			
6220 English (13:50 minutes, closed captioned)	\$23.95		
6221 Spanish (15 minutes)	\$23.95		
<i>Disciples in Mission</i> Posters			
Two-color (11" x 17")			
6110 English	\$4.50		
6111 Spanish	\$4.50		
Parish Brochure for Sign-Up Sunday (pack of 100)			
6305 English	\$19.95		
6306 Spanish	\$19.95		
<i>Disciples in Mission</i> Cordene Brief Bag (16.5 x 13 x 3") Two zippered compartments, full-support webbing, adjustable removable shoulder strap, black with white imprint.			
6910 English only (While supplies last)	\$8.95		
Subtotal for Page 1 (Carry to Page 5)			

Parish Participant Materials for Cycle C (Lent 2010)

	Unit Price	Quantity	Cost
Small Group Leader's Guide			
5310 English	\$5.50		
5311 Spanish	\$5.50		
5360 Teen edition	\$6.95		
Small Group Participant's Booklet (pack of 10)			
5320 English	\$40.50		
5321 Spanish	\$40.50		
5325 African American edition	\$40.50		
5370 Teen edition	\$40.50		
Family Activity Booklet (pack of 10)			
5330 English	\$40.50		
5331 Spanish	\$40.50		
Homily Guide			
5340 English only	\$11.95		
Parish Participant Materials for Every Year			
St. Augustine Prayer Card (pack of 100)			
6010 English	\$12.95		
6011 Spanish	\$12.95		
Prayer Card for Evangelization (pack of 100)			
6020 English	\$12.95		
6021 Spanish	\$12.95		
St. Francis Prayer Card (pack of 100)			
6030 English	\$12.95		
6031 Spanish	\$12.95		
<i>A Summary—Go and Make Disciples</i> (pack of 20)			
0030 English	\$18.95		
0031 Spanish	\$18.95		
Pentecost Novena Card (pack of 50)			
6970 English	\$7.95		
6971 Spanish	\$7.95		
Subtotal for Page 2 (Carry to Page 5)			

You may obtain additional copies of this form in English and Spanish at our website:
www.disciplesinmission.org.

If you wish to order *Disciples in Mission* resources for Cycles A and B, we offer certain materials on a “while supplies last” basis. To obtain these booklets, you must use the “Off-Cycle Order Form,” which can be downloaded from our website: www.disciplesinmission.org. Off-cycle materials are sold at a 25% discount and they are not returnable.

Leadership Team Resources

	Unit Price	Quantity	Cost
Parish Leadership Team Manual			
6440 English, Third Edition	\$24.95		
6441 Spanish, Third Edition	\$24.95		
Training Video for Small Group Leaders			
6210 English (14 minutes)	\$24.95		
6211 Spanish (18 minutes)	\$24.95		
<i>Discovering My Experience of God, DeSiano & Boyack</i>			
0300 English	\$5.95		
<i>Commentary and Planning Guide for Go and Make Disciples, DeSiano & Boyack</i>			
0020 English only	\$7.95		
<i>Vayan y Hagan Discípulos, Plan y Estrategia Nacional para la Evangelización Católica en los Estados Unidos, Obispos de EE.UU. (Go and Make Disciples: A National Plan and Strategy for Catholic Evangelization in the U.S.)</i>			
0011 Spanish only	\$3.50		
<i>Guía de Estudio y Proceso de Implementación para Vayan y Hagan Discípulos, S. Blum (Text, Study Guide, Implementation Process for Go and Make Disciples)</i>			
0041 Spanish only	\$3.95		
<h3>Bulletin Inserts (Select from camera-ready or PDF)</h3> <p>Year 1 for parishes beginning <i>Disciples in Mission</i>; Year 2 for parishes in their second year of <i>Disciples in Mission</i>; Year 3 for parishes in their third year of <i>Disciples in Mission</i>. Inserts do not follow the liturgical cycle.</p> <p>Camera-Ready Copies and PDF Files</p> <p>Bulletin inserts are available as camera-ready copies and as PDF files e-mailed to your parish, in English and Spanish. In both of these formats, your parish prints or photocopies the inserts for your parish bulletin. To obtain a master set of the reproducible inserts or to arrange for the PDF files, you must complete the licensing application on page 4 of this order form.</p>			
			Subtotal for Page 3 (Carry to Page 5)

Licensing Application for Reproducible Bulletin Inserts Worksheet

Format

- Camera Ready Format.** Please send me Bulletin Inserts in Camera-Ready Format. Each year's folder contains master copies of 6 printed bulletin inserts that can be photocopied and/or scanned.
- PDF Format.** Please send me Bulletin inserts by e-mail in PDF as a file attachment. (Please print your e-mail address clearly where indicated on page 5 under "Bill To" information. Note: You must have Adobe Acrobat PDF reader on your computer to read and print PDF files.)

Which Year's bulletin inserts do you need?

Please check the box(es) for the English and/or Spanish version(s) that you wish to order.

- 7017 Year 1 English
- 7117 Year 1 Spanish

- 7027 Year 2 English
- 7127 Year 2 Spanish

- 7037 Year 3 English
- 7137 Year 3 Spanish

Calculating Your Parish's Licensing Fee

- (Line 1) Number of registered households in parish: _____ (1)
- (Line 2) Number of bulletins printed weekly during Lent: _____ (2)
- (Line 3) Number of bulletins printed for the first five weeks of Lent (multiply Line 2 by 5): _____ (3)
- (Line 4) Number of bulletins printed for Palm Sunday: _____ (4)
- (Line 5) Total number of bulletins (add Lines Line 3 and 4): _____ (5)
- (Line 6) Licensing Fee (multiply Line 5 by \$0.05): (Carry to Page 5): _____ (6)

Example: A parish of 1,000 households prints an average of 750 bulletins a week during Lent: 650 in English and 100 in Spanish. Over the first five weeks of Lent, the parish will print 3,750 bulletins (750 x 5). For Palm Sunday, the parish will print 900 bulletins: 700 in English and 200 in Spanish. The total for all six weeks is 4,650 (3750+900). The parish's combined licensing fee for Lent 2010, for both English and Spanish, is thus \$232.50 (4,650 x \$0.05) for that year.

Agreement: By paying the licensing fee, your parish may reproduce the *Disciples in Mission* bulletin inserts for use during the six weeks of Lent, 2010. The parish agrees not to sell the reproduced bulletin inserts or the camera-ready pages. This license is valid only for your parish, including associated mission parishes.

Add shipping and handling charges to all orders.

TOTAL ORDER	NON-RUSH SHIPPING	SERVICE FEE (HANDLING)
\$0 to \$50.99	\$15.95	included
\$51 to \$100.99	\$17.95	included
\$101 to \$150.99	\$19.95	included
\$151 to \$200.99	\$21.95	included
\$201 and above	please call for pricing: 800-435-7116	

For normal delivery, orders are shipped via UPS ground within 5 business days of receipt. Allow up to 10 additional business days for delivery. Business days do not include federal holidays.

Phone or fax orders received before 11:00 a.m. ET can be rush shipped that day for overnight delivery. Call for rush shipping and handling charges. Rush fee is \$15.00 in addition to rush shipping and handling charges.

Prices are subject to change.

	Cost
(1) Subtotal From Page 1	
(2) Subtotal From Page 2	
(3) Subtotal From Page 3	
(4) Subtotal From Page 4	
(5) Total for All Pages	
(6) Shipping and Handling	
Total Order (add lines 5,6)	



Three Easy Ways to Order:

By Phone: 800-435-7116 Orders will be taken by phone between 9:00 a.m. and 5:00 p.m. EST; a fax or mailed confirmation of all six pages of this form is required for all phone orders.

By Fax: 412-741-0609 Fax orders are taken 24 hours a day, every day.

By Mail: PNCEA Order Department P.O. Box 1020, Sewickley, PA 15143-1020

Check here if this order is a confirmation of a phone order.

 PNCEA order # _____
 (received at time of phone order)

Payment Method:

Credit card: Visa MasterCard

Credit card number: _____ Card ID number* _____ Exp. Date: _____ Signature: _____

Check or money order (make payable to PNCEA)

Bill to the address below (Minimum order of \$25 for billing. Please pre-pay orders less than \$25.)

*Card ID number is a 3-digit number usually located on the back of your card above the signature strip.

Bill To:

Name : _____ Purchase Order # (if available): _____

Parish/Institution: _____ Diocese: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone : () _____ PNCEA Customer # (if known): _____

E-mail Address (required to receive bulletin inserts by e-mail): _____

Name of pastor/parish administrator (if different from above) authorizing purchase: _____

Ship To [if different from Bill To address]:

Name : _____

Parish/Institution: _____

Street Address [We cannot deliver to a P.O. box.]: _____

City: _____ State: _____ Zip: _____

Phone : () _____

Fulfillment of orders for Lenten materials received after January 22, 2010 cannot be guaranteed. They will be fulfilled on an as available basis. Please order early.

1. Do you need help with ordering?

Please consult the Parish Leadership Team Manual, 3rd Edition for explanations of how and when the materials are recommended to be used. In particular, please review Chapter 4, “Ordering Materials for Disciples in Mission.”

If you still have questions or concerns about ordering, please contact your Parish Leadership Team Coordinator and/or a representative from your Diocesan Leadership Team (for diocesan programs only).

2. 30-Day Billing Policy

Customers who choose to be billed for their order have 30 days after the Invoice date to pay their order in full. After the 30-day grace period, a 1.5% per month finance charge will be added to the unpaid balance.

The invoice for the order will be mailed separately to you or to another party responsible for paying the invoice, such as a parish secretary or book-keeper. Please fill in the “Bill to” section as well as the “Ship to” section of page 4 of this order form.

3. 90-Day Return Policy

All returns must be post-marked within 90 days of your invoice date. You may return only unopened shrink-wrapped packs of materials in resalable condition. No other returns will be accepted. Please note, only those items in packs are shrink wrapped.

We will refund the amount of your return, less a 10% restocking fee (minimum of \$10). Please request a refund check at the time of the return or any time thereafter. Please allow up to 30 days to receive your refund check. Shipping charges are non-refundable.

To process a return, please include a copy of the original invoice or packing slip and ship the material to the following address:

**Disciples in Mission Returns
Buncher Commerce Park
Avenue A, Building 16
Leetsdale, PA 15056-1304**

Please do not send returns to the PNCEA main office in Washington, DC. Returns sent to the PNCEA office will be charged a restocking fee of 15% (minimum \$15).