

## Off-Cycle Order Form (Expires June 2010)

### Cycle A (Lent 2011)

Small Group Leader's Guide		Unit Price	Quantity	Cost
5110 English	[while supplies last]	\$4.13		
5111 Spanish	[while supplies last]	\$4.13		
5160 Teen edition	[while supplies last]	\$5.21		
<b>Small Group Participant's Booklet</b> (pack of 10)				
5120 English	[while supplies last]	\$30.37		
5121 Spanish	[while supplies last]	\$30.37		
5125 African American edition	[while supplies last]	\$30.37		
5170 Teen edition	[while supplies last]	\$30.37		
<b>Family Activity Booklet</b> (pack of 10)				
5130 English	[while supplies last]	\$30.37		
5131 Spanish	[while supplies last]	\$30.37		
<b>Homily Guide</b>				
5140 English only	[while supplies last]	\$8.96		

### Cycle B (Lent 2012)

Small Group Leader's Guide		Unit Price	Quantity	Cost
5210 English	[while supplies last]	\$4.13		
5211 Spanish	[while supplies last]	\$4.13		
5260 Teen edition	[while supplies last]	\$5.21		
<b>Small Group Participant's Booklet</b> (pack of 10)				
5220 English	[while supplies last]	\$30.37		
5221 Spanish	[while supplies last]	\$30.37		
5225 African American edition	[while supplies last]	\$30.37		
5270 Teen edition	[while supplies last]	\$30.37		
<b>Family Activity Booklet</b> (pack of 10)				
5230 English	[while supplies last]	\$30.37		
5231 Spanish	[while supplies last]	\$30.37		
<b>Homily Guide</b>				
5240 English only	[while supplies last]	\$8.96		

**Subtotal** (Carry to Page 2)

Please note that the prices for these items reflect a 25% discount from the regular price of the Cycle A and Cycle B items. All sales are final. **No returns of off-cycle material will be accepted.**

### 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 bookkeeper. Please fill in the "Bill to" section as well as the "Ship to" section of page 2 of this order form.

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
Subtotal From Page 1	
Shipping and Handling	
<b>Total Order</b>	

**Please note, to avoid confusion between the current cycle and the off-cycles, all orders must be in writing. No phone orders will be accepted. Additionally, orders for off-cycle materials cannot be combined with orders for Cycle C materials.**

## Two Easy Ways to Order:



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

## Payment Method:

Credit card:  Visa  MasterCard

Credit card 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.)

## Bill To:

Name: Purchase Order # (if available):

Parish/Institution: Diocese:

Street Address:

City: State: Zip:

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

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: ( )

## Returns:

All sales are final. No returns of off-cycle material will be accepted.