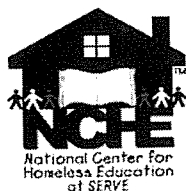


# NCHE FREE PRODUCT ORDER FORM



LEAs, schools and other agencies may order up to the limits listed below of each product per school year (July 1 through June 30) at no charge for products or shipping. To order products, complete this form and mail or fax to address below. Products may also be ordered online at [www.serve.org/nche/online\\_order.php](http://www.serve.org/nche/online_order.php). Information about placing orders for amounts above the annual limits can also be found at this link.

**Please note:** To insure equitable distribution of free products, this form must be faxed or mailed from the actual recipient organization entered in the Customer Information field. Individuals may not submit orders on behalf of multiple organizations.

Product	Language	Quantity
After the Storm (A Handbook for Parents) (limit 1)	English	
Disaster Relief Agencies and Schools (A Handbook for Local Liaisons and State Coordinators) (limit 1)	English	
From the School Office to the Classroom (A Handbook for Local Liaisons, Enrollment Staff and District Administrators) (limit 1)	English	
School as a Safety Net (A Handbook for Relief Agency Staff and Volunteers) (limit 1)	English	
Educational Rights Poster for Youth (LEA limit 20 each language, schools and other agencies limit 5 each language)	English	
	Spanish	
Educational Rights Poster for Parents (LEA limit 20 each language, schools and other agencies limit 5 each language)	English	
	Spanish	
Enrollment Ready Reference for Schools (foldout) (limit 5)	English	
Local Homeless Education Liaison Toolkit on cd-rom (limit 1)	English	
NCHE Brochure: Supporting the Education of Children and Youth Experiencing Homelessness (limit 10 each language)	English	
	Spanish	
Parent Booklet: What You Need to Know to Help Your Child in School (limit 5 each language)	English	
	Spanish	
Parent Pack Pocket Folder (limit 5 each language)	English	
	Spanish	
Surviving On Your Own Youth Booklet (limit 5)	English	

## CUSTOMER INFORMATION (please print clearly!)

Name:	Date:
Title:	
Organization:	
Address 1:	
Address 2:	
City:	State:
	Zipcode:
Phone:	Email:

**Mail or Fax Order Form to: National Center for Homeless Education**

NCHE at SERVE, 5900 Summit Avenue, # 201 Dixon Building, Browns Summit, NC 27214      Toll-free Helpline: 800-308-2145  
 Fax: 336-315-7457      [www.serve.org/nche](http://www.serve.org/nche)

# PRODUCT SALES ORDER FORM

Please follow these instructions for purchasing NCHE products through SERVE, Inc.:

- Print form and enter all information. Please print clearly. Use the table below to calculate shipping and handling. Call for a shipping quote if ordering more than 1000 items.
- Purchase order, check or money order payable to SERVE, Inc. must accompany completed order form and sent via US mail to the address at right. PayPal or credit card orders must be submitted online at [www.serve.org/nche/online\\_order.php](http://www.serve.org/nche/online_order.php). We do not charge sales tax.

**Mail or Fax to:**

**SERVE, Inc.**  
5900 Summit Avenue  
# 201 Dixon Building  
Browns Summit, NC 27214

**Fax: 336-315-7457**  
**Phone: 800-308-2145**

## Customer

Name		Date
Title		PO # / Check #
Organization		
Address 1		
Address 2		
City	State	Zip
Phone	E-mail	

## Order Information

Product Name	Language	Cost	Quantity	Total Product Cost
After the Storm (A Handbook for Parents)	English	1.00		
Disaster Relief Agencies and Schools (A Handbook for Local Liaisons and State Coordinators)	English	1.00		
From the School Office to the Classroom (A Handbook for Local Liaisons, Enrollment Staff, and District Administrators)	English	1.00		
School as a Safety Net (A Handbook for Relief Agency Staff and Volunteers)	English	1.00		
Enrollment: Ready Reference for Schools (enrollment foldout)	English	1.00		
Parent Booklet: What You Need to Know to Help Your Child in School	English	1.00		
	Spanish	1.00		
Parent Pack Pocket Folder	English	1.50		
	Spanish	1.50		
Surviving on Your Own: Information for Youth on How Schools Can Help (youth booklet)	English	1.00		
Educational Rights Poster for Parents	English	.60		
	Spanish	.60		
Educational Rights Poster for Youth	English	.60		
	Spanish	.60		
<b>Shipping and Handling</b> Orders Ship Fed Ex Ground. Alaska and Hawaii orders: call for quote		<b>Subtotals</b>		
1-50 Items - \$10.00	Over 100 Items - 15% of Total Item Cost		<b>Shipping &amp; Handling</b>	
51-100 Items - \$18.00	Over 1000 Items - Call for Quote		<b>Total Order Amount</b>	

form updated 5.2.16

**For Office Use Only:**    Date Received \_\_\_\_\_    Date Shipped \_\_\_\_\_