Tree Frog Publishing LLC 

 World Language Products for Elementary through Higher Ed

 Featuring...

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**Order for schools, 2018-2019 School Year**

Instructions

*We tried auto-enroll online and it failed. Back to good old paper!*

* The price is $10.00 per user, unless noted in our specials. Teachers and a tech support team member are always free with a classroom of student license purchases. *There is a minimum order of $150 per school. Each student user must have a unique license.* Licenses expire July 31, 2019.
* Schools paying the $10 per user price with *credit cards* may also pay invoice through the portal/online store. We will send you a link.
* If you are using a *purchase order and/or are receiving a discount, please pay by check* within 60 days. Late payments may result in a suspension or termination of service at our discretion.
* *We do not accept returns after October 15 for any orders. We also do not accept returns once we have enrolled your students, even if before October 15. Please be certain both you and your students (on the student network at your school) have tested our free sample episodes in school before you order. You must also obtain clearance from your school tech team to use our tool.*

Please email this form to: info@edunovela.com or

Fax to EduNovela.com at: 1-833-U-Novela (once you hear our greeting, press START FAX on your fax machine)

To pay by check: Please see the bottom of this form for our address.

To set up EduNovela.com/TreeFrog Publishing LLC as a new vendor in your district or you require a W-9 or sole vendor letter, your teacher likely received the forms. They are also located on the "Place an order" tab on our home page.

Continue to next page…

EduNovela.com Order form. Incomplete forms will not be processed until complete.

Date of order: \_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address, **City, State and zip** (We need all of these to set you up in the system)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead teacher or administrator placing request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you also a teacher on the account for EduNovela.com? Yes/ No

Please seek out a tech support team member for your set up and request permission to add her or him on to the account. **We support you long term with our program but you may need a tech support team member for devices.** It is required. Also, most schools require a product to be checked by tech team.

This is not optional**: Tech support team member from your school**

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this person know s/he will be contacted by us now? Yes/ No

Have you checked the sample videos on our Products tab Yes/ No

on your school's STUDENT WIFI network?

Which product are you purchasing?

Silvana sin lana Spanish 1-3 How many licenses? \_\_\_\_\_\_\_\_\_\_\_\_

\*Gran hotel for AP/5 How many licenses? \_\_\_\_\_\_\_\_\_\_\_\_

*\*We only sell Gran Hotel for Spanish 4,5,or AP or college Spanish.*

ESTIMATED total number of students using license: \_\_\_\_\_\_\_\_\_\_\_\_

Parents will pay $10 fee Yes/ No

If school is paying fill out this section:

Quoted price per license: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total due within 60 days: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or, if you are using a special

pricing discount for pre-pay, please indicate date due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please note there is a minimum order of $150 per school charge.*

Whether School or Parent paying, please continue....

Lead Teacher or Single teacher:

Indicate which program with a circle:

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SSL or GH

*If different from above*

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SSL or GH

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SSL or GH

Other teachers may be added to another sheet if needed.

Signature of financial professional responsible for this account:

I represent my school and I am responsible to pay this order by check within 60 days or if receiving a special pre-pay discount, by the indicated date.

I have seen the refund policy on page 1.

I am certain my school tech team has checked this tool on the STUDENT WIFI network.

Please make checks payable to **Tree Frog Publishing LLC**.

Send to the email address or fax below. You will receive a printed invoice as well.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address if different from Page 1, including CITY, STATE & ZIP CODE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

See directions on page 1 to email or fax this enrollment form.

EduNovela.com/ Tree Frog Publishing LLC, Santa Barbara CA USA

1-833-U-Novela, info@edunovela.com

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