



CORD Communications Preview Policy

We are happy to provide evaluation copies of our product line to qualified faculty, provided the product is being considered for course adoption.

The following information must be completed IN FULL before the request will be processed:

School Information

School District _____
School Name _____
Billing Address _____
City/State/Zip _____
Phone _____
Fax _____

Person Requesting Review

Name _____
Shipping Address _____
City/State/Zip _____
Phone/Ext. _____
Fax _____
Email _____

Items Requested for Preview (PLEASE LIST UNITS OR MODULES IF APPLICABLE, limit one Teacher’s Guide per module set per curriculum.)

Date Items Needed (*note shipping terms*): _____

I understand that these items must be paid for or returned within 60-days of the invoice date, that I will be billed for items not returned within 60-days, and that I will call for a return authorization number before returning any items. I also understand that I will be billed for shipping charges to ship items from CORD Communications to my address.

Authorized Signature and Title

Date

1. To request a return authorization number please call Sharon Kroll at (800)231-3015 ext. 328.
2. Returned packages will NOT be accepted without this authorization number marked on the outside.
3. Items must be returned via UPS or other insured mail.
4. Items must be returned in new and saleable condition with all components included.
5. Return shipping charges are the responsibility of the customer.

Please fax completed form to Sharon Kroll at (254)776-3906.
For questions, call Sharon at (800)231-3015, ext. 328 or skroll@cordcommunications.com