



# 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.)**

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**Date Items Needed** (*note shipping terms*): \_\_\_\_\_

***I understand that these items must be paid for or returned within 60 days of the invoice date, or I will be billed for items not returned within 60 days.***

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Date

1. To request a return authorization number please call Cindy Knox at (800)231-3015 ext. 375.
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 Cindy Knox at (254)776-3906**

**For questions contact Cindy at (800) 231-3015 ext. 375 or [details@cordcommunications.com](mailto:details@cordcommunications.com)**