

# Sunday School Literature Order Form

SUNDAY SCHOOL PUBLISHING BOARD, NBC, USA, INC.

P. O. Box 70990, Nashville, TN 37207-0990

Rev. Derrick Jackson, *Executive Director*

Sales and Customer Service: 1-800-359-9396 or 1-800-359-9398

Fax: (615) 242-4929

E-mail: [customercare@sspbnbc.com](mailto:customercare@sspbnbc.com) • Web site: [www.sspbnbc.com](http://www.sspbnbc.com)

Office Hours: Monday–Friday, 8:00 a.m.–4:30 p.m. CST

## PLEASE INDICATE QUARTER

### Quarter

- Fall (Sept., Oct., Nov.)  
 Winter (Dec., Jan., Feb.)  
 Spring (Mar., Apr., May)  
 Summer (Jun., Jul., Aug.)

### Order by:

- July 1  
October 1  
January 1  
April 1

\*\*\*PLEASE BE SURE TO INCLUDE YOUR CUSTOMER NUMBER\*\*\*

CUSTOMER NO. \_\_\_\_\_

### SHIP TO:

- Temporary Address     Permanent Address

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name of Church or Business \_\_\_\_\_

Daytime Phone (     ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

### BILL TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Phone (     ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Ordered by \_\_\_\_\_ Position \_\_\_\_\_

**Minimum charge order \$20 for major credit cards.**

Method of Payment: (no C.O.D.s or Cash)

- MasterCard     VISA     JCB     Check     Money Order  
 American Express     Discover     Diners Club International

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Please complete reverse side of order form.

# Merchandise and Book Order Form

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**\*\*\*PLEASE BE SURE TO INCLUDE YOUR CUSTOMER NUMBER\*\*\***

**CUSTOMER NO.** \_\_\_\_\_

**SHIP TO:**

Temporary Address     Permanent Address

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name of Church or Business \_\_\_\_\_

Daytime Phone (     ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**BILL TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Phone (     ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Ordered by \_\_\_\_\_ Position \_\_\_\_\_

**Minimum charge order \$20 for major credit cards.**

Method of Payment: (no C.O.D.s or Cash)

MasterCard     VISA     JCB     Check     Money Order

American Express     Discover     Diners Club International

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Please complete reverse side of order form.**

# Sunday School Curriculum Order Form

| Qty                        | Item No. | Titles  | Price Each | Total Price |
|----------------------------|----------|---|------------|-------------|
| <b>Children's Division</b> |          |   |            |             |
|                            | 4        | Faith Building Blocks Picture Lesson Cards (Toddlers to Twos)                         | \$3.10     |             |
|                            | 1        | Faith Building Blocks Bible Studies, Preschool (Ages 3-4)                             | \$3.50     |             |
|                            | 2        | Faith Building Blocks Bible Studies, Early Elementary (Grades K-1)                    | \$3.50     |             |
|                            | 3        | Faith Explorers Bible Studies, Middle Elementary (Grades 2-3)                         | \$3.50     |             |
|                            | 10       | Faith Explorers Activity Book, Middle Elementary (Grades 2-3)                         | \$2.60     |             |
|                            | 6        | Faith Explorers Bible Studies, Upper Elementary (Grades 4-6)                          | \$3.50     |             |
|                            | 11       | Faith Explorers Activity Book, Upper Elementary (Grades 4-6)                          | \$2.60     |             |
|                            | 9A       | Faith Building Blocks, <b>Teacher's Guide</b> (Toddlers to Grade 1)                   | \$4.50     |             |
|                            | 9B       | Faith Explorers, <b>Teacher's Guide</b> (Grades 2-6)                                  | \$4.50     |             |
|                            |          | <b>*1002kt</b> Sunday School Leadership Resource Kit (Older Children)                 | \$13.95    |             |
|                            |          | <b>*1003kt</b> Sunday School Leadership Resource Kit (Younger Children)               | \$13.95    |             |
|                            |          | <b>11883</b> Pax the Penguin (Hand Puppet)  | \$21.95    |             |
| <b>Youth Division</b>      |          |   |            |             |
|                            | 7        | Faith Walk—Bible Studies for Middle School Students                                   | \$3.60     |             |
|                            | 13       | Faith Connection—Bible Studies for High School Students                               | \$3.65     |             |
|                            | 12       | Faith Series <b>Youth Teacher's Guide</b> —for Middle School and High School Students | \$4.75     |             |
|                            |          | <b>*1001kt</b> Sunday School Leadership Resource Kit (High & Middle School)           | \$13.95    |             |
| <b>Adult Division</b>      |          |   |            |             |
|                            | 14       | Faith Journey—Bible Studies for Young Adults (Ages 18-34)                             | \$3.65     |             |
|                            | 15       | Faith Pathway—Bible Studies for Adults (Ages 35 & Above)                              | \$3.95     |             |
|                            | 8        | Faith Pathway—Bible Studies for Adults ( <b>Large Print</b> )                         | \$4.55     |             |
|                            | 17       | Faith Series <b>Teacher's Guide</b> —A Leadership Resource for Adult Bible Study      | \$4.95     |             |
|                            | 18       | Baptist Layman  | \$3.15     |             |
|                            |          | <b>*1000kt</b> Sunday School Leadership Resource Kit (Adults & Young Adults)          | \$13.95    |             |

**Shipping Charges:** When sending payment with orders, use the chart below to figure shipping and handling costs.

**• FOR U.S. MAIL SHIPPING AND HANDLING RATES, CALL CUSTOMER SERVICE.**

### UPS/FedEx SHIPPING AND HANDLING RATES

| Merchandise Cost | Standard | 3 Day Select | 2nd Day Air | Next Day Air |                                |
|------------------|----------|--------------|-------------|--------------|--------------------------------|
| 0.00-10.00       | \$7.25   | \$26.00      | \$43.10     |              | Call SSPB Customer Service Rep |
| 10.01-25.00      | \$9.25   | \$28.00      | \$45.10     |              |                                |
| 25.01-40.00      | \$12.25  | \$29.00      | \$46.10     |              | Call SSPB Customer Service Rep |
| 40.01-55.00      | \$14.25  | \$30.00      | \$47.10     |              |                                |
| 55.01-70.00      | \$16.25  | \$31.00      | \$48.10     |              | Call SSPB Customer Service Rep |
| 70.01-85.00      | \$18.00  | \$32.00      | \$49.10     |              |                                |
| 85.01-100.00     | \$20.00  | \$33.00      | \$50.10     |              | Call SSPB Customer Service Rep |
| 100.01-150.00    | \$22.00  | \$34.00      | \$51.10     |              |                                |
| 150.01-200.00    | \$24.00  | \$36.00      | \$53.10     |              | Call SSPB Customer Service Rep |
| 200.01-300.00    | \$25.00  | \$37.00      | \$54.10     |              |                                |
| 300.01-UP        | 17%      | 19%          | 21%         |              |                                |

- **Prices are subject to change without notice.**
- All shipments sent M-F, 5-10 business days, ground delivery.
- Express orders received by 1:00 p.m. CST are shipped the same day.
- Call for Saturday delivery (metropolitan areas only).
- Express delivery is required on orders shipped to APOs, FPOs, AK, HI, Puerto Rico, and all international locations.
- No drop shipments.
- All dock pickups will be charged SSPB handling fees.
- All freight shipments are charged SSPB handling fees.

|                                 |  |
|---------------------------------|--|
| Subtotal                        |  |
| Shipping & Handling             |  |
| <b>Rush Fee</b> (if applicable) |  |
| <b>Total Amount</b>             |  |

## Merchandise and Book Order Form

| Qty. | Item No. | Title or Description                       | Price Each | Total Price |       |
|------|----------|--|------------|-------------|-------|
|      |          |  |            | Dollar      | Cents |
|      | 989839   | (Sample Entry)<br>Sunday School Commentary | 21.50      |             |       |
|      | 989811   | Flashlight Concise Commentary              | 9.50       |             |       |
|      | 12320    | Pastor's Edition Commentary                | 30.99      |             |       |
|      | 12321    | Teacher's Edition Commentary               | 28.99      |             |       |
|      | 13061    | Total Praise Hymnal Pew Edition            | 18.00      |             |       |
|      |          |  |            |             |       |
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|      |          |  |            |             |       |
|      |          | Subtotal                                   |            |             |       |
|      |          | Shipping & Handling                        |            |             |       |
|      |          | Rush Fee Applicable                        |            |             |       |
|      |          | <b>Total Amount</b>                        |            |             |       |

## Ordering Information

- Remember that Sunday school literature and merchandise are shipped separately and may not reach you at the same time.
- Please place literature orders six (6) to eight (8) weeks prior to the beginning of the next quarter.
- Allow a minimum of two (2) weeks for your order to arrive.
- Orders are processed and shipped according to dates received.
- Orders requiring more than one (1) box or package may arrive at different intervals. Please allow two (2) to three (3) days.
- Make checks and money orders payable to the SUNDAY SCHOOL PUBLISHING BOARD.
- Be sure to sign your check or money order (and send the correct portion of money order). No C.O.D.s or CASH.
- Please check your order for accuracy before mailing.
- Items must be returned within thirty (30) days from date of invoice to receive credit for any discrepancy. Return shipping charges are the responsibility of the customer.
- All customers should open boxes/packages immediately upon receiving order and review to check for accuracy of order. Report any discrepancies at that time. If items must be returned, please ship orders prepaid. Credit for postage will be issued only if SSPB is in error.
- All returned merchandise must be in saleable condition and in the current catalog or on the current order blank, unmarked and not damaged.
- Please include your customer ID number and invoice number to expedite returns.
- **RUSH ORDERS**—If you need your order sooner than the normal shipping schedule, please include the special shipping charge along with a \$5.00 rush processing fee at the time your order is placed.
- **BOOKSTORES ONLY**—Include 14% of total order before discount for FedEx, UPS and United States Postage (Standard) Mailing only.
- All freight-collect shipments are charged 3% of total order before discount for SSPB handling fees.

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• **For U.S. mail shipping and handling rates, call Customer Service:**

• **Prices are subject to change without notice.**

**Toll Free: 1-800-359-9396 or 1-800-359-9398**

