

# President's Education Awards Program

## Order Form for Pins & Year 2008 Certificates

School Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 School Contact Person: \_\_\_\_\_  
 Telephone No. (w/area code): \_\_\_\_\_

AFFIRMATION: I affirm that the students receiving this award have met the standards of achievement established at this school.  
 \_\_\_\_\_ ( ) \_\_\_\_\_

Signature of Principal	Date	Name (print)	Telephone No. (w/area code)
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### CERTIFICATES (NO Charge)

	Quantity
Excellence Certificates (Gold Seal)	_____
Achievement Certificates (Silver Seal)	_____
<b>No charge for certificates</b>	
Special Handling Charge*	_____
There is no charge for <u>routine</u> shipping of orders containing only certificates.	

### \*See Ordering Instructions, #6

Mail order to: President's Education Awards  
 Dept. 0696, Washington, DC 20073-0696

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 (AmEx, Discover, MC, Visa)

Name on Card \_\_\_\_\_

Card Billing Address \_\_\_\_\_

Signature \_\_\_\_\_ PO No. \_\_\_\_\_ or Check No. \_\_\_\_\_

### PINS (\$1.50 each)

Level	Quantity
Elem Excellence (blue)	_____
Middle Excellence (red)	_____
High Sch Excellence (black)	_____
Achievement (white)	_____
<b>Total Pins _____ X \$1.50 each =</b>	_____
	(Cost of Pins)

Shipping Charge (pin orders) \$7.00 (or \$18 for Puerto Rico)

Special Handling Charge\* \_\_\_\_\_

Total Amount Enclosed \_\_\_\_\_

## ORDERING INSTRUCTIONS

1. If your school address contains a PO Box, you **must include a physical street address** for UPS delivery.
2. Provide the name of the contact person at your school, principal's signature, date, principal's printed name, and school telephone number.
3. Indicate the number of awards you want to order.
4. **All orders requiring payment must be prepaid with a check, credit card, or a purchase order.** If prepaying by check, make it payable to **PEAP** and mail it with a copy of this completed order form to: PEAP, Dept. 0696, Washington, DC 20073-0696. If prepaying with a credit card (American Express, Discover, MasterCard, or VISA), or a purchase order, either mail a copy of your order form or fax your order to us at 1-703-518-6295.  
**Include all requested credit card information, or purchase order number.** Make a copy of the order for your records.
5. **DO NOT SEND A CONFIRMING COPY OF YOUR ORDER. THIS WILL RESULT IN A DUPLICATE SHIPMENT!**
6. All orders are shipped with UPS from Pennsylvania. Routine shipping is via ground service. **Allow up to 4 weeks for processing after we receive your order.** After processing, if special delivery of your order is necessary, add an additional \$21.00 to your order for **Next Day** delivery, add an additional \$11.00 to your order total for **Second Day** delivery, or add an additional \$8.00 for **Third Day** delivery.
7. A packing slip will be included with your order. **Please verify the accuracy of your order when you receive it.** If for any reason you need to return part or all of your order, include a copy of the packing slip with your returned order, or credit to your account may be delayed. Ship return orders to: **NAESP, Attn: PEAP, 1615 Duke Street, Alexandria, VA 22314.**
8. NAESP will invoice all purchase orders. If you have any questions about your order or any aspect of the awards program, fax 1-703-518-6295 or call us toll free at **1-877-897-4784** or by. Our customer service center is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Eastern time.