



# ELLSWORTH PUBLISHING CO.

Specialists in Keyboarding and 10-Key Data Entry Courses with

**NO PAPERS TO GRADE (automatic checking, recording, grading)**

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## Order Form for Ellsworth Publishing Mastery Courses – October 2011

(If this order form is more than a 6 months old, please check web site/call/email/fax to verify prices)

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

P.O. #: \_\_\_\_\_

### Billing Address

School/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

**Shipping Address**,  Check if same as billing address.

School/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

**\*\*Site license orders & renewals only.** Check if same as  Billing  Shipping

Site using license: \_\_\_\_\_

Street Address of site: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**\*\*Please fill out the information below.** This will only be used to notify the instructor/user of software upgrades and license expiration. Upgrades are **free** to site license holders.

Instructor Name(s): \_\_\_\_\_

Instructor Email(s): \_\_\_\_\_

Instructor Phone: \_\_\_\_\_ Instructor Fax: \_\_\_\_\_

### Internet Versions – Choose Logins (4 – 10 characters, case sensitive)

Please complete the contact information above. An email will be sent to the Instructor email above when logins are ready.

Instructor/Admin Login: \_\_\_\_\_ Student Login: \_\_\_\_\_

Additional Comments about your order:

# Product Selection

## SCHEDULE A: Volume pricing for K – 12 schools

(Prices are subject to change)

### Keyboarding for Kids – Site License options, transferrable licenses (Mark Selections 1 or 2)

1. **Book Based:**  \$219 year x \_\_\_\_\_ (# of years, **min. 2 years**, 300 transferrable licenses)

1.1. \_\_\_\_\_ Textbooks Only Quantity @ \$14.95 ea.

2. **Screen Based:**  \$149 year/25 trans. ☺  \$209 year/50 trans. ☺  \$269 year/100 trans. ☺  \$329 year/150 trans.  \$389 year/200 trans. ☺  \$449 year/300 trans. x \_\_\_\_\_ (# of years, **min. 2 years**)

10% Renewal Discount (software purchase only, does not apply to textbooks). Subtract -10%

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### Keyboard Short Course – Site License options, transferrable licenses (Mark Selections 1 or 2)

1. **Book Based:**  \$219 year x \_\_\_\_\_ (# of years, **min. 2 years**, 300 transferrable licenses)

1.1. \_\_\_\_\_ Textbooks Only Quantity @ \$14.95 ea.

2. **Screen Based:**  \$149 year/25 trans. ☺  \$209 year/50 trans. ☺  \$269 year/100 trans. ☺  \$329 year/150 trans.  \$389 year/200 trans. ☺  \$449 year/300 trans. x \_\_\_\_\_ (# of years, **min. 2 years**)

10% Renewal Discount (software purchase only, does not apply to textbooks). Subtract -10%

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### Keyboard Mastery – Site License options, transferrable licenses (Mark Selections 1 or 2)

1. **Book Based:**  \$219 year x \_\_\_\_\_ (# of years, **min. 2 years**, 300 transferrable licenses)

1.1. \_\_\_\_\_ Textbooks Only Quantity @ \$14.95 ea.

2. **Screen Based:**  \$149 year/25 trans. ☺  \$209 year/50 trans. ☺  \$269 year/100 trans. ☺  \$329 year/150 trans.  \$389 year/200 trans. ☺  \$449 year/300 trans. x \_\_\_\_\_ (# of years, **min. 2 years**)

10% Renewal Discount (software purchase only, does not apply to textbooks). Subtract -10%

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### Skillbuilding Mastery – Site License options, transferrable licenses (Mark Selections 1 or 2)

1. **Book Based:**  \$219 year x \_\_\_\_\_ (# of years, **min. 2 years**, 300 transferrable licenses)

1.1. \_\_\_\_\_ Textbooks Only Quantity @ \$14.95 ea.

2. **Screen Based:**  \$149 year/25 trans. ☺  \$209 year/50 trans. ☺  \$269 year/100 trans. ☺  \$329 year/150 trans.  \$389 year/200 trans. ☺  \$449 year/300 trans. x \_\_\_\_\_ (# of years, **min. 2 years**)

10% Renewal Discount (software purchase only, does not apply to textbooks). Subtract -10%

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### Ten Key Mastery – Site License options, transferrable licenses (Mark Selections 1 or 2)

1. **Book Based:**  \$219 year x \_\_\_\_\_ (# of years, **min. 2 years**, 300 transferrable licenses)

1.1. \_\_\_\_\_ Textbooks Only Quantity @ \$14.95 ea.

2. **Screen Based:**  \$149 year/25 trans. ☺  \$209 year/50 trans. ☺  \$269 year/100 trans. ☺  \$329 year/150 trans.  \$389 year/200 trans. ☺  \$449 year/300 trans. x \_\_\_\_\_ (# of years, **min. 2 years**)

10% Renewal Discount (software purchase only, does not apply to textbooks). Subtract -10%

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**UPS Ground Shipping**

If the order is for site licenses only, Shipping Charge is \$0

Order Sub-Total  
Sub-Total x .04 (min. \$8.00)  
**ORDER TOTAL**

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**\*\*Transferrable License:** This allows for the program to be used by a new user once the previous user is finished. Example using 100 transferrable licenses: The instructor could have 100 different students every grading period, provided the previous list is deleted (the instructor can have 100 student files in the system at any given moment). If grading periods are 9 weeks, this means that 100 different students could use the software every 9 weeks which would allow 400 students to use the software every school year. To decide which license to purchase, calculate the concurrent enrollment of students in keyboarding classes (not the school population).

You may include this form with your purchase order to help expedite your order. Purchase Orders are accepted by **Fax, Email, or Mail** this form to Ellsworth Publishing Co. to expedite your order. Most orders are shipped within 48 hours of receipt. Thank you.

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# Product Selection

## SCHEDULE B: Volume pricing for ROP/Job Corp/Career Centers (Non-Profit institutions that do not re-sell product)

(Prices are subject to change)

### Keyboard Short Course – Purchase options (Mark Selections 1, 2, 3, or 4)

1. **Screen Based license**<sup>a</sup>:  \$249 year/25 transferrable ☺  \$309 year/50 transferrable ☺  \$369 year/100 transferrable x \_\_\_\_\_ (# of years, **min. 2 years**)
- 10% Renewal Discount (software purchase only, does not apply to textbooks). Subtract -10%
2. \_\_\_\_\_ Textbook + Access Code<sup>b,c</sup> \$21.95 ea. (Includes online use and digital download)
3. \_\_\_\_\_ Access Code Only<sup>b,c</sup> \$20 ea. (Includes online use and digital download)

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### Keyboard Mastery – Purchase options (Mark Selections 1, 2, 3, or 4)

1. **Screen Based license**<sup>a</sup>:  \$249 year/25 transferrable ☺  \$309 year/50 transferrable ☺  \$369 year/100 transferrable x \_\_\_\_\_ (# of years, **min. 2 years**)
- 10% Renewal Discount (software purchase only, does not apply to textbooks). Subtract -10%
2. \_\_\_\_\_ Textbook + Access Code<sup>b,c</sup> \$22.95 ea. (Includes online use and digital download)
3. \_\_\_\_\_ Access Code Only<sup>b,c</sup> \$20 ea. (Includes online use and digital download)

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### Skillbuilding Mastery – Purchase options (Mark Selections 1, 2, 3, or 4)

1. **Screen Based license**<sup>a</sup>:  \$249 year/25 transferrable ☺  \$309 year/50 transferrable ☺  \$369 year/100 transferrable x \_\_\_\_\_ (# of years, **min. 2 years**)
- 10% Renewal Discount (software purchase only, does not apply to textbooks). Subtract -10%
2. \_\_\_\_\_ Textbook + Access Code<sup>b,c</sup> \$22.95 ea. (Includes online use and digital download)
3. \_\_\_\_\_ Access Code Only<sup>b,c</sup> \$20 ea. (Includes online use and digital download)

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### Ten Key Mastery – Purchase options (Mark Selections 1, 2, 3, or 4)

1. **Screen Based license**<sup>a</sup>:  \$249 year/25 transferrable ☺  \$309 year/50 transferrable ☺  \$369 year/100 transferrable x \_\_\_\_\_ (# of years, **min. 2 years**)
- 10% Renewal Discount (software purchase only, does not apply to textbooks). Subtract -10%
2. \_\_\_\_\_ Textbook + Access Code<sup>b,c</sup> \$22.95 ea. (Includes online use and digital download)
3. \_\_\_\_\_ Access Code Only<sup>b,c</sup> \$20 ea. (Includes online use and digital download)

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**UPS Ground Shipping**

If the order is for site licenses only, Shipping Charge is \$0

Order Sub-Total  
Sub-Total x .04 (min. \$8.00)  
**ORDER TOTAL**

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- a) **Transferrable license** allows for the program to be used by a new user once the previous user is finished. Example: 100 Transferrable Licenses--The instructor could have 100 different students every grading period, provided the previous list is deleted (the instructor can have 100 student files in the system at any given moment). If grading periods are 9 weeks, this means that 100 different students could use the software every 9 weeks which would allow 400 students to use the software every school year.
- b) **No license is required** when students use an access code. Access codes are valid for a single use by a single student (access codes cannot be re-used). No textbooks are needed if using the screen-based version, only an access code.
- c) **Extra Value:** All access codes allow the installation of a downloadable software copy to allow students to continue practicing their skill after their class has ended and the online version is no longer available. This may be very helpful for students in future preparation for a job placement test.

You may include this form with your purchase order to help expedite your order. Purchase Orders are accepted by **Fax, Email, or Mail** this form to Ellsworth Publishing Co. to expedite your order. Most orders are shipped within 48 hours of receipt. Thank you.

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# Product Selection

## SCHEDULE C: Volume pricing for College/Adult

(Bookstores and institutions that re-sell product)

(Prices are subject to change)

### **Keyboard Short Course** – Purchase options (Mark Selections 1 or 2)

1. \_\_\_\_ Textbook + Access Code<sup>b,c</sup> \$24.95 ea. (Includes online use and digital download)
2. \_\_\_\_ Access Code Only<sup>b,c</sup> \$23.20 ea. (Includes online use and digital download)

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### **Keyboard Mastery** – Purchase options (Mark Selections 1 or 2)

1. \_\_\_\_ Textbook + Access Code<sup>b,c</sup> \$29.95 ea. (Includes online use and digital download)
2. \_\_\_\_ Access Code Only<sup>b,c</sup> \$23.20 ea. (Includes online use and digital download)

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### **Skillbuilding Mastery** – Purchase options (Mark Selections 1 or 2)

1. \_\_\_\_ Textbook + Access Code<sup>b,c</sup> \$29.95 ea. (Includes online use and digital download)
2. \_\_\_\_ Access Code Only<sup>b,c</sup> \$23.20 ea. (Includes online use and digital download)

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### **Ten Key Mastery** – Purchase options (Mark Selections 1 or 2)

1. \_\_\_\_ Textbook + Access Code<sup>b,c</sup> \$29.95 ea. (Includes online use and digital download)
2. \_\_\_\_ Access Code Only<sup>b,c</sup> \$23.20 ea. (Includes online use and digital download)

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**UPS Ground  
Shipping**

Order Sub-Total

Sub-Total x .04 (min. \$8.00)

**ORDER TOTAL**

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b) No license is required when students use an access code. Access codes are valid for a single use by a single student (access codes cannot be re-used). No textbooks are needed if using the screen-based version, only an access code.

c) Extra Value: All access codes allow the installation of a downloadable software copy to allow students to continue practicing their skill after their class has ended and the online version is no longer available. This may be very helpful for students in future preparation for a job placement test.

You may include this form with your purchase order to help expedite your order. Purchase Orders are accepted by **Fax, Email, or Mail** this form to Ellsworth Publishing Co. to expedite your order. Most orders are shipped within 48 hours of receipt. Thank you.

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