

## **Important dates that affect the arrival of your course materials:**

***For orders to arrive by Christmas time, ALL ORDERS MUST BE PLACED PRIOR TO December 7<sup>th</sup>, 2008!***

- Please note, that any orders placed after the noted cut-off dates cannot be guaranteed for Christmas delivery.

### **Our printing partner will be closed:**

- November 27, 2008 (Thursday)
  - Our offices will be closed November 26-30<sup>th</sup> for the Thanksgiving Holiday.
- December 25, 2007 (Thursday)
  - Our offices will be closed December 24-28<sup>th</sup> for the Christmas Holiday.
- January 1, 2009 (Thursday)
  - Our offices will be closed ½ day on December 31<sup>st</sup> until January 2<sup>nd</sup>, 2009.

### **UPS shipping will not be picking up materials:**

- December 24<sup>th</sup>
- December 25<sup>th</sup>
- December 31<sup>st</sup>
- January 1<sup>st</sup>

## **New Rules for orders of less than 10 books at a time...**

Due to the new rules from our printer, we will start to "Mix & Match" orders of our printed materials. However, your order must still be in "blocks of 10". If you do not need 10 of a particular title, you can order any combination of titles:

**Example:** 3 Adult first aid books, 4 HIV/Aids-Infection Control, and 3 Assisting with Self-administration of medication. *(The order still equals 10 books in quantity, just not all the same title).*

***YOU MUST CALL our office at (813) 855-1225 and speak with Teresa to place these types of orders, and you will be subject to the \$12.95 shipping charge.***

\*\*Books can be any quantity of any title so long as the total order equals a block of 10.