



Why purchase from Teaching for Change?

OUR MISSION

Teaching for Change provides teachers and parents with the tools to transform schools into centers of justice where students learn to read, write and change the world. We do this through our three areas of program work: Publications, Parent Organizing, and Professional Development.

OUR BACKGROUND

Based in the DC-area, not-for-profit Teaching for Change has selected and provided progressive, multicultural literature to educators in the region and nationally for over 20 years.



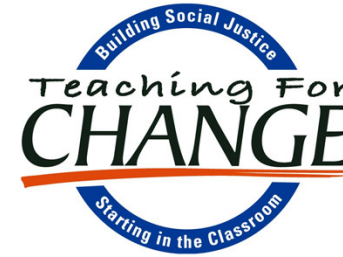
We operate two DC area bookstores in the Busboys and Poets Café and Restaurant. Our stores carry progressive education and multicultural children's books. We also stock poetry, fiction and non-fiction and host author events and readings.

OUR STAFF

Our staff in the office and in the bookstores have decades of experience as teachers, facilitators, activists, parents, authors and booksellers. We bring this experience, and our love of books, to the selection of titles in our stores and to the specialized lists we create in response to your requests.

OUR CUSTOMERS

We have customers in all 50 states including classroom teachers, afterschool program staff, administrators, parents, schools and school districts.



PLACING PURCHASE ORDERS

The next time you need books or teaching materials, contact Teaching for Change to fulfill your order.

“Teaching for Change provides our teachers the materials we need to make our very diverse classes welcoming to all our students. The resources we got from Teaching for Change fill in what the textbooks leave out so that our students can see themselves and their issues in the curriculum.”

~ Erin McVadon Albright
International Baccalaureate Diploma Coordinator
Annandale High School Annandale, VA

For more information, please visit:

www.teachingforchange.org

PO Box 73038, Washington, D.C. 20056
Toll-Free: (800) 763-9131 Fax: (202) 238-0109
www.teachingforchange.org

Placing Purchase Orders

If you need to order books for a class or for an entire school district, let Teaching for Change fulfill your order. With a warehouse, two bookstores, a state of the art software system, and a dedicated publications staff, Teaching for Change is capable of meeting your needs with the utmost in customer service. Whether they are books and materials in our catalog, or special requests, Teaching for Change can find the materials you need through our network of publishers and distributors. In addition, your purchase sustains our work to build social justice starting in the classroom.

Bids and Quotes

If you need a quote on a potential order or are requesting bids, contact us and we can send you a quotation via e-mail or fax detailing the item cost and shipping charges.

Bulk Orders

Generally, we can offer the discounts below. Please call to confirm as some titles vary.

10-19 copies of the same title:	10% discount
20+ copies of the same title:	20% discount

Vendor Numbers for School Districts

We have vendor numbers with the following school districts:

Boston: #12938	Chicago: #26325
Jacksonville, FL: #41302	Knox County: #41302
Los Angeles: #134335	New York: #NET056000
DC: #521616482	

If your school district is not listed here and requires a vendor number, call us at (800) 763-9131 and we will be happy to complete the necessary paperwork.

Methods of Payments

Purchase orders can be paid either with an institutional check or credit card at the time of purchase. We can also send an invoice for the total amount. Invoices are net 30 unless otherwise negotiated.

Tax Information

Teaching for Change is a 501c(3) non-profit organization. Our Tax ID # is 52-1616482. A W-9 can be furnished upon request.

Steps to Processing a Purchase Order

Submitting a Purchase Order

Purchase orders are accepted via fax, e-mail or postal service. Purchase orders must be on school or organization letterhead with contact and billing information.

Be sure to include a Purchase Order # or a Reference # should we need to call with any questions.

Also include a contact e-mail address so we can send you a Shipping Confirmation Notice and tracking information.

Order Processing

Purchase orders are usually processed within 24 hours, depending on the size and volume. For large bulk quantity purchases, processing time may take up to 2 weeks or more. Please call with specific requests and quantities and we can get back to you with an anticipated ship date.

Shipping Your Order

When orders are shipped, we will send a Shipping Confirmation and Tracking Number(s) to the e-mail address provided.

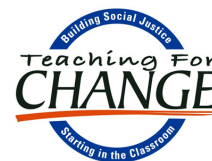
Billing and Receipts

If you paid by check or credit card, a sales receipt will be included in the box. If you require that a copy of the sales receipt also be mailed to the business office or accounts payable, please indicate this in your purchase order.

If you are being invoiced, a copy of the invoice will be included with the shipment and a copy will be mailed to the business office, accounts payable or other indicated address. If you need multiple copies, please indicate this in your purchase order.

CONTACT INFORMATION

For additional questions and further information, feel free to contact us Monday through Friday, 8am-5:30pm EST.



PO Box 73038
Washington, D.C. 20056
Toll-Free: (800) 763-9131
Fax: (202) 238-0109
orders@teachingforchange.org
www.teachingforchange.org