**How to Fill Out the Order Form**

A blank order form can be found at the back of the curriculum catalogue. First, photocopy the form (on letter-sized paper, 8.5” x 11”), then fill it out manually.

You can either email the order form to the Printing Department printing@kativik.qc.ca or fax it to them at 514-631-3174.

Please call or email the Printing Department if you have any questions, please call us at 514-631-3174.

To receive curriculum material before the start of the next school year, please send your order by May 1st. Orders received during the school year will be shipped within 5-10 business days.

**How to fill out the order form:**

**Date/Name/School**

Print the date the order is requested. Print your name and your e-mail. Print the name of the school, the school code, and the school telephone number.

**Authorization**

The name of the person with the authority to submit the order.

**Item Number**

This number can be found on the left hand side of the page. Usually it contains letters and numbers, for example, IMSEC26; SECM013; US030; PE177. The remaining information is not required. Add only if it helps clarify the item number.

**Name**

The name of the item can be found to the right of the item number. For example, using the item numbers listed above, Nunavik History SB; AH-LES 5 STOP ITS HOCKEY TIME KIT; B-SAÉ 2-LA JAMESIE C.E.; PROGRESSION OF LEARNING – PRIMARY ESL.

**Description**

The description is below the name of the item. For example, referring to the names listed above, student’s workbook; KIT Arctic Hare 2016-2017; Géographie Bloc B; Primary of Learning. The full description is not required. Add only if it helps to clarify the description.

When ordering a kit, the contents should be listed.

**Amount**

Always indicate the number of copies desired, even if it is only a single copy.

When ordering a kit, indicate “one kit”