

Archdiocese of Indianapolis Ordering Procedure

All schools within the Archdiocese of Indianapolis are eligible for a buy 1 get 1 free 12-MONTH subscription on the following two ISBNs.

K-6 (12-MONTH) subscription – 0021449872

6-12 (12-MONTH) subscription – 1935485067

The normal price for these subscriptions is \$45. In order to take advantage of the buy 1 get 1 free offer, schools must request a quote from the sales rep below. Please let the rep know the total quantity needed of each ISBN if there is a mix of K-6 or 6-12.

Jeremy Pinson – Jeremy.pinson@mheducation.com – 918-886-1388

Once you receive the quote, please follow the ordering instructions below.

When placing an order through McGraw-Hill customer service, please use the remit to information provided below and allow 7-10 business days for the subscriptions to process and be in the school or district account, or call 1-800-334-7344 to expedite the order. The PO should include the following information.

- *District Name*
- *Building Name and quantity of subscriptions going to that building*
- *For each building, include at least one teacher name and email. Preferably this would be a building level administrator who could add additional teachers as necessary.*

PLEASE SEND IN THE QUOTE FROM THE SALES REP ALONG WITH THE PO IF YOU WOULD LIKE TO TAKE ADVANTAGE OF THE TIERED PRICING FOR 5 AND 12-MONTH SUBSCRIPTIONS.

Subscriptions purchased should be used within 6-MONTHS of the purchase date (unless another date is specified). Any unused subscriptions will be automatically activated after the 6-MONTH period. While these subscriptions can still be used with students after the automatic activation date, the subscription time will be in the process of counting down and the student will not have the full length of the subscription available.

To place the order, include the above information and send the quote along with the PO to:

- *MAIL: McGraw-Hill Education / PO BOX 182605 / Columbus, OH 43218*
- *EMAIL: orders_mhe@mheducation.com*
- *FAX: 1-800-953-8691*