



2018-2019 Order & Renewal Form

Step 1: Download and print Step 2: Complete Step 3: Scan & email completed form to support@palshelp.com.

Questions: Call us! 866-817-0726 option 6

Order Contact:

The order contact will receive an email confirmation for this order.

Name _____
(REQUIRED)

Title _____
(REQUIRED)

Email _____
(REQUIRED)

Phone _____
(REQUIRED)

Bill To:

Name _____
(Required)

Title _____
(Required)

School District / Organization _____
(REQUIRED)

School Name _____
(IF APPLICABLE)

Address _____
(REQUIRED)

City _____
(REQUIRED)

State _____
(REQUIRED)

Zip _____
(REQUIRED)

Phone _____
(REQUIRED)

Tax Exempt # _____
(REQUIRED)

Email _____
(REQUIRED)

Ship To:

Shipping same as billing

School District / Organization _____
(REQUIRED)

Name _____
(REQUIRED)

School Name _____
(REQUIRED)

Title _____
(REQUIRED)

Address _____
(REQUIRED)

Phone _____
(REQUIRED)

City _____
(Required)

State _____

Zip _____

Shipping Method: (REQUIRED)

UPS Next Day Air

UPS 2nd Day

UPS Ground

Shipping is based on the weight of materials and cannot be calculated before order is processed. If you must have an estimate prior to submitting your order, please call the PALS team at 866-817-0726 option 6. In year one, when Teacher Sets are being ordered for the first time, shipping costs incurred are greater. In year two and beyond, fewer materials are ordered, so shipping costs decrease.

Payment Method: ** (REQUIRED)

Purchase Order
(REQUIRED)

Check Enclosed

*Please mail to:
IO Education-Finance Department
ATTN: PALS
1380 Peachtree Industrial Blvd. Suwanee,
GA 30024
Once you receive final invoice.

Check/PO Number: _____

Credit Card *

*We will call you to get the credit card number.

Name: _____ Phone: _____

Best Time to Call: _____

NOTE Credit card payments are required for orders totaling \$500 or less.



2018 - 2019 Order Form

This Order and all use and access of the PALS Services described herein by the Client and its End Users (as defined in the Agreement) are subject to the following terms and conditions: (i) those General Terms in effect as of the Effective Date, set forth at <https://ioeducation.com/terms-of-service/>, or such other URL as specified by IO from time to time (the "General Terms"); (ii) the Terms of Service applicable to the PALS Services, also set forth at <https://ioeducation.com/tos-pals-services/>, or such other URL as specified by IO from time to time (the "PALS Terms", which shall be deemed the applicable "Terms of Service" for purposes of the General Terms), and (iii) IO's platform privacy policy in effect as of the Effective Date, set forth at <https://ioeducation.com/platform-privacy-policy/>, or such other URL as specified by IO from time to time (the "Privacy Policy"), all of which are incorporated by this reference herein. This Order, together with the General Terms, Terms of Service and Privacy Policy, constitutes the "Agreement" or "MSA" by and between IO Education, LLC ("IO") and the client identified in this Order (the "Client"), but only with respect to the PALS Services. For the absence of confusion, to the extent Client has executed (or executes in the future) a separate "Master Services Agreement" with IO pursuant to which Client has subscribed to other products or services from IO, such separate agreement shall remain in effect pursuant to its terms, without modification, but shall not apply to the PALS Services.

IO's license of the PALS Services is subject to a license from the University of Virginia ("UVA"), who owns certain rights in the PALS assessment tool. Client agrees that Client Data generated via the PALS Services may be disclosed to UVA for the purpose of (i) research by UVA and their agents, (ii) validation of PALS assessment measures; (iii) improving and administering the Services; and (iv) providing for continuity of the PALS services and similar services upon expiration or termination of this Order. UVA's current privacy statement regarding its receipt and use of such Client Data is available at <https://pals.virginia.edu/public/pdfs/login/PALS-PrivacyStatement.pdf>; such URL and statement may be changed by UVA at any time.

This Agreement constitutes the entire understanding between Client and IO with respect to the PALS Services and is the final and entire expression of their agreement. This Agreement supersedes any and all prior written or oral discussions, proposals, RFPs, emails or other communications with respect to the PALS Services (including any agreement regarding client's subscription to the PALS Services for any prior period), and the parties expressly disclaim any reliance on any of the foregoing. Under no circumstances will the terms, conditions or provisions of any purchase order or other administrative document issued by Client modify, alter or expand the rights, duties or obligations of the parties, regardless of any failure of IO to separately object to such terms, provisions, or conditions. Each of the General Terms, the PALS Terms and the Privacy Policy includes terms that are in addition to, and not in lieu of, the terms in this Order. In the event of any conflict between or terms of documents relating to the PALS Service, the following order of priority will govern, except where the specific terms of a document provide otherwise: (i) this Order; (ii) the PALS Terms; (iii) the Privacy Policy; and (iv) the General Terms.

This Order may be executed and delivered by electronic means. If so executed and/or delivered by Client to IO and accepted by IO (either in writing, which may be by email, or by delivery of the PALS Services), the Agreement will be equally binding as an original copy of this Agreement executed in ink by both parties. BY SIGNING BELOW, CLIENT ACKNOWLEDGES AND AGREES THAT IT HAS READ, APPROVED AND AGREED TO THIS ORDER AND ALL OTHER TERMS AND CONDITIONS INCLUDED IN THE AGREEMENT AND REFERENCED ABOVE. CLIENT IS ADVISED TO PRINT AND RETAIN THE AGREEMENT ITS RECORDS. Client has this Order to be executed by its duly authorized representative effective as of the Effective Date set forth above

Print Name: _____

Date: _____

Signature: _____

Step 1: Select Your Customer Status

Ordering for the first time? Steps 2, 3, 4 and 7 are required.

You are eligible to receive free materials based on the number of student licenses purchased: 1 Teacher set for every 20 student licenses purchased and 1 Consumable Set for every 25 students.

- Teacher sets are REQUIRED for PALS administration. They are not available for download.
- Consumable sets are OPTIONAL. Why? We encourage our customers to enter scores online 'on the go' to save time and money!
- Consumables are also available through the PALS Online System. Once your account is activated, you can download the forms.
- Each purchased consumable set includes materials for 25 students for both fall and spring administration.
- The Midyear materials are only available via download from the online system.
- If additional materials are needed beyond what is included, please complete Step 5.

Renewing? Steps 2, 3 and 7 are required.

- You are eligible to replace lost or damaged teacher sets in limited quantities. Shipping charges still apply.
- Teacher sets are REQUIRED for PALS administration. They are not available for download.
- Consumable sets are OPTIONAL. Why? We encourage our customers to enter scores online 'on the go' to save time and money!
- Consumables are also available through the PALS Online System. Once your account is activated, you can download the forms.
- Each purchased consumable set includes materials for 25 students for both fall and spring administration.
- The Midyear materials are only available via download from the online system.
- If additional materials are needed beyond what is included, please complete Step 5.



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Step 2: Select Your Package

Price Per Student

PALS Base:

Includes PALS Online, print materials, ELPs, instructional resources, base training tutorials, phone and email support.

\$5.50

Per Student
License

Base English

Base Spanish

or

PALS Premier:

The best PALS deal! Includes Base package PLUS monthly topical webinars, personalized PD with PALS literacy specialists, in-depth literacy-related courses, data analytics support, implementation support from PALS team.

\$7.25

Per Student
License

Premier English

Premire Spanish

and

PALS 2nd Language Add-On Optional

Will you be assessing in both English and Spanish?

If so, there is an additional charge of \$2.00/student for the second language assessment. The package price will be decided by how many students are assessed in each language. More instructions are in the next steps.

\$2.00

If assessing all students in only one language, English or Spanish, only the package price is charged.

Step 3: Select the number of student licenses you need to purchase.

(Note: There is a minimum purchase of 20 seats per assessment)

	Number of Licenses (1 per Student)	Package Price	Total
PALS-PreK			
PALS-K			
PALS Plus (for grades 1-8)			
PALS español K			
PALS español 1-3			
PALS español K, add-on		\$2.00	
PALS español 1-3, add-on		\$2.00	
Subtotal			
Check Number or Tax Exempt Number**			

** Applicable sales tax will be calculated and added to the total at time of shipment unless Certificate of Tax Exemption is attached to this order form

*Shipping cost will be calculated and added to the total at time of shipment.



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Step 4 Select Your Materials

No Materials Needed

(if more than the allotted materials are needed, additional materials can be ordered for purchase in step 5)

Select Form

Teacher Sets - (REQUIRED)	A	B	Quantity
PALS-PreK	One Form Available		
PALS-K	Includes Both		
PALS Plus (for grades 1-8)	Includes Both		
PALS español K			
PALS español 1-3			
Consumable Sets (optional) - Includes materials for both fall & spring			
PALS-PreK (materials for 20 students)	One Form Available		
PALS-K (materials for 25 students)			
PALS Plus (materials for 25 students)			
PALS español K (materials for 25 students)			
PALS español 1-3 (materials for 25 students)			

Step 5: OPTIONAL: Purchase additional materials.

	Each	Quantity	Total
PALS-PreK Teacher Set	\$75		
PALS-PreK Consumable Set (materials for both fall and spring for 20 students)	\$40		
PALS-K Teacher Set	\$75		
PALS-K Consumable Set (materials for both fall and spring for 25 students)	\$40		
PALS Plus Teacher Set (for grades 1-8)	\$75		
PALS Plus Consumable Set (materials for both fall and spring for 25 students)	\$40		
PALS español K Teacher Set	\$75		
PALS español K Consumable Set (materials for both fall and spring for 25 students)	\$40		
PALS español 1-3 Teacher Set	\$75		
PALS español 1-3 Consumable Set (materials for both fall and spring for 25 students)	\$40		
Subtotal			

Step 6: Interested in training?

You can purchase training on this form, then make plans later with us. Example trainings include: Administration and Scoring, Using PALS Data, Progress Monitoring using Quick Checks, Concept of Word, Word Study, and more!

	Each	QTY.	Total	Preferred dates (optional)
On-site training, full day, one or two topics	\$2500			
On-site training, half day, one topic	\$1250			
Virtual training, half day, one topic	\$750			
Virtual training, 2-hour webinar series, 3 sessions	\$1200			
Subtotal				



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Step 7: Preparing for setup of your PALS online accounts

We want you to get started faster, and we can help make that happen!

If you are completing this for the first time, or if you are a returning customer and have updates, you can fill in the boxes below. If your submission surpasses the limits of this form, please submit a typed copy that includes all required information. Thank you!

- If your district used PALS last year, your PALS district representative is the same, and all of your schools and principals are the same as they were for last school year, check this box. You do not need to complete the fields below.

PALS District Representative

(This is the main point of contact for PALS in your district.)

Name and Title	
Email Address	
Contact Phone	

PALS Technical Contact

(This is the person who would help with creating the file used to set up PALS online.)

Name and Title	
Email Address	
Contact Phone	

We can also set up schools and create PALS accounts for principals!

School Name	Principal Name	Email Address

Please add any additional information you would like us to know:

Thank you for choosing PALS!

Once your order has been placed, you will receive an order confirmation via email as well as a welcome email from the PALS team.
We look forward to working with you!