



STEPS PROFESSIONAL DEVELOPMENT ORDER FORM

SECONDARY LITERACY

SEND YOUR ORDER TO:

Attn: **MARILYN McCUTCHEON**
STEPS PROFESSIONAL DEVELOPMENT
 PO BOX 562
 Belmont WESTERN AUSTRALIA 6984

Telephone: +61 8 9373 2200

Fax: +61 8 9373 2299

Website: www.stepspd.com

Email: orders@stepspd.com.au

ABN: 74 084 208 060

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DATE OF ORDER: _____

NAME: _____

EMAIL: (for confirmation of order) _____

Please attach this form to your Purchase Order and allow **10 business days** for delivery.
 Urgent orders may incur additional postage and handling costs.

TACTICAL TEACHING/ Stepping Out & VETsteps Order

TITLE	ISBN	RRP	FIRM QTY	\$ COST
Tactical Teaching: Reading				
COURSE BK 1 How to Help Students Use Reading Processes	978 1 921321 35 1	39.50		
COURSE BK 2 How to Make Reading Strategies Visible	978 1 921321 36 8	39.50		
COURSE BK 3 How to Build Text Form Knowledge	978 1 921321 37 5	39.50		
Tactical Teaching READING Wallet (free if all 3 Reading Course Books are ordered at the same time)		\$7.20		
Tactical Teaching: Speaking and Listening				
COURSE BK 1 Getting More Bang for Your Blah – Promoting Effective Listening	978 1 921321 00 9	39.50		
COURSE BK 2 Harnessing Hot Air – Making Student Talk Work	978 1 921321 01 6	39.50		
COURSE BK 3 Notemaking and Notetaking – The Power Platform of Speaking and Listening	978 1 921321 02 3	39.50		
Tactical Teaching SPEAKING & LISTENING Wallet (free if all 3 Speaking & Listening Course Books are ordered at the same time)		7.20		
Tactical Teaching: Thinking				
COURSE BK 1 Why Is It So? Stimulating Critical Thinking	978 1 921321 03 0	39.50		
COURSE BK 2 Looking Outside the Box: Encouraging Creative Thinking	978 1 921321 04 7	39.50		
COURSE BK 3 Mirror to the Mind: Developing Metacognition	978 1 921321 05 4	39.50		
Tactical Teaching THINKING Wallet (free if all 3 Thinking Course Books are ordered at the same time)		7.20		
Stepping Out Literacy				
Make Their Heads Spin	978-1-921321-53-5	39.95		
Success for All	978-1-921321-54-2	39.95		
VETsteps				
VETsteps Text: Supporting Workplace Literacies and Log Book	n/a	\$125.00		

- ◆ **POSTAGE & HANDLING CHARGES**
 - **\$10.00 (inc GST) postage and handling on all orders under \$100.00**
 - **\$18.75 (inc GST) postage and handling on all orders over \$100.00**

Subtotal

Add Postage & Handling

◆ **Quoted Prices include GST.**

Total Cost

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SECONDARY LITERACY

Please send an invoice for my order.

School Purchase Order Number: _____

Name: _____

School/Organisation: _____

Email: _____

Street
Address: _____

City: _____

State: _____ Postcode: _____

Phone: _____ Fax: _____

Please use my credit card for my order.

Visa MasterCard

Name on Card: _____

Card Number: _____

Cardholder Email: _____

Expiry Date: ___ / ___ Amount Payable: \$ _____

The number on the back of your card CCVN - Security code

— — —

Cardholder Signature: _____

PLEASE SEND MY ORDER TO:

PLEASE CHECK BOX IF 'SAME AS ABOVE'

Name: _____

School/Organisation: _____

Email: _____

Street
Address: _____

City: _____ State: _____ Postcode: _____

Contact Telephone Number: _____

Terms and Conditions of Purchase

- ◆ All Goods are supplied as **Firm Sale** only.
- ◆ All prices are recommended only and are subject to change without notification.
- ◆ We will notify you directly if we are unable to supply Goods, either at all or by the date you require.
- ◆ We will endeavour to deliver goods ordered by you, and which we have agreed to supply, to your premises, or such other address as agreed, as soon as is reasonably practicable.
- ◆ Delivery will be charged on all Goods, unless otherwise agreed in writing.
- ◆ Payment by credit or debit card will attract additional charges.
- ◆ Payment required within 30 days of invoice date.

Please see STEPS website for full terms and conditions of sale www.stepspd.com