



## Customer Service

**Toll-free phone: 904-508-0140**

8 a.m.–7 p.m. (Eastern time), Monday through Friday

**Toll-free fax: 866-805-5723**

**E-mail: [homeschool@triumphlearning.com](mailto:homeschool@triumphlearning.com)**

**Orders should be mailed to: Triumph Learning, 3333 Hendricks Avenue, Jacksonville, Florida 32207.**

**Payments should be mailed to: Triumph Learning, LLC, Newark Post Office, PO Box 35617, Newark, NJ 07193-5617.**

Please be sure to include your complete contact information if you require a response.

## Shipping

We are pleased to offer three shipping options: standard, second-day, and next-day. Orders shipped via standard ground carriers deliver within 7–10 days. Please note, we cannot ship to PO boxes; we must have a street address.

- For orders of less than \$100.00, add \$4.99 for standard flat rate shipping.
- For orders of \$200.00 or more, add 12% for standard shipping.

## Payment Options

We accept completed and valid purchase orders, checks drawn on a U.S. bank, MasterCard®, VISA®, or American Express® credit cards. Shipping charges must be included.

## Sales Tax

If you are exempt from sales tax, please be sure to include a copy of the sales tax exemption form with your order. Personal checks and/or credit cards are subject to sales tax.

# Ordering is easy!

Phone • Fax • Mail

## GUARANTEE

### of Quality and Satisfaction

Our customers are important to us! If you are not satisfied with our products or service for any reason, please contact Customer Service and let us know. We will do everything we can to resolve the issue promptly and to your complete satisfaction.

**Triumph Learning reserves the right to substitute new/updated editions for titles that have been revised.**

## Returns

Please contact Customer Service for the return of Triumph Learning materials. Returns must be received within 30 days of the invoice date, and all material must be in clean, saleable condition. Stamped books will not be accepted for return under any circumstances. The customer is responsible for return shipping charges. In addition, returns received between 31 and 60 days of the invoice date will be charged a 15% restocking fee. No credit will be given for returns received after 60 days of the invoice date.

## Copyright

No part of Triumph Learning publications may be reproduced in whole or in part, stored in a retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher.

