



## ORDERS

### School and Bookstore Orders

All orders should provide the following information:

1. Account # (if known)
2. Complete bill-to name and address
3. Complete ship-to name and address (if different)
4. School purchase order number
5. Quantity, per title
6. Full title and author name, and ISBN
7. Name and title of the person(s) placing the order
8. Preferred method of shipping
9. Special instructions, if any

Terms are net 30 days, F.O.B. shipping point.

## TO PLACE AN ORDER

### Colleges/Universities, Adult Schools, and Private Language Schools:

#### ONLINE

Established accounts may order online at [oasis.pearsoned.com](http://oasis.pearsoned.com)

#### For PROMPT PLUS

(800) 742-5599

#### For PUBNET

SAN 200 2175 (a SAN is required)

#### BY PHONE

Call Toll-Free: 1-877-202-4572

#### BY FAX

Fax Toll-Free: 1-800-445-6991

#### BY MAIL

Please mail purchase orders to:  
PEARSON EDUCATION  
Order Department  
200 Old Tappan Road  
Old Tappan, NJ 07675

### Middle Schools, High Schools, School Districts, and Home Schools:

#### ONLINE

Established accounts may order online at [oasis.pearsoned.com](http://oasis.pearsoned.com)

#### BY PHONE

Call Toll-Free: 1-800-662-3058

#### BY FAX

Fax Toll-Free: 1-800-841-8939

#### BY MAIL

Please mail purchase orders to:  
PEARSON EDUCATION  
Order Department  
P.O. Box 2500  
145 S. Mt. Zion Rd.  
Lebanon, IN 46052

### Orders from Individuals:

Individuals should visit us online at [www.longmanusa.com/store](http://www.longmanusa.com/store). All orders from individuals must be prepaid with a credit card. (In the U.S. only.)

### Shipping and Handling

To ensure on-time delivery of your materials, please place orders as early as possible. Transportation charges are paid by the buyer. Please indicate the level of service required (e.g. UPS ground, next day air or second day air). State and local taxes will be added when applicable.

### Prices

- Prices reflect an educational discount.
- All prices in the catalog are stated in U.S. dollars and are in effect until Oct. 1, 2007. All prices are subject to change without notice. All orders are filled at net prices, current on receipt of your order.
- Bundle any two books and get 20% off (Minimum order of 30 books.) Contact your ELL Specialist.

### Payment

To mail a payment send to:  
PEARSON EDUCATION  
P.O. Box 40979  
Atlanta, GA 30384-9479

### Customer Service

Please examine your shipment upon receipt. Any damages, shortages, billing errors, or other problems should be reported immediately.

### Colleges/Universities, Adult Schools, and Private Language Schools:

Track your orders 24/7 using [oasis.pearsoned.com](http://oasis.pearsoned.com)  
Hours: 8:45 a.m. – 5:00 p.m. (Eastern time)  
Phone: 1-877-202-4572  
Mail: Customer Service, 200 Old Tappan Road,  
Old Tappan, NJ 07675

### Middle Schools, High Schools, School Districts, and Home Schools:

Track your orders 24/7 using [oasis.pearsoned.com](http://oasis.pearsoned.com)  
Hours: 8:00 a.m. to 6:00 p.m. (Eastern time)  
Phone: 1-800-662-3058  
Mail: Customer Service, 200 Old Tappan Road,  
Old Tappan, NJ 07675

### Returns

- Returns are accepted up to 15 months from the invoice date. In order to qualify for credit, each return must be accompanied by a detailed packing slip which includes ISBN's, authors, titles, invoice numbers, and purchase price.
- **Send returns prepaid to:**  
PEARSON EDUCATION  
Returns Department  
230 Pearson Parkway  
Lebanon, Indiana 46052

### Website

#### For additional product support and information

Check out what exciting things are happening at Pearson Longman!  
[www.longmanusa.com](http://www.longmanusa.com)

### Sole Distributor

Please note: Pearson Education is the sole distributor of Pearson Longman product in the United States.

## EXAMINATION COPIES

### Exam copy requirements and restrictions

If you are an ELL instructor or program administrator who makes the decision to purchase texts for class use (in quantities of 10 or more copies), you may request examination copies of texts listed in this catalog for your adoption consideration.

Please be aware that some of our materials such as professional reference titles, teacher resource materials, software, kits, posters, audio and videocassettes etc., may not be available for sampling. Your ELL Specialist will be able to assist you.

To request an examination copy of a title, please supply the following information:

- Complete title
- ISBN
- Course title
- Estimated class enrollment
- Adoption decision date
- Name and phone number of decision maker(s)

Individuals and home schoolers must purchase.

#### To request an exam copy by phone

Call 1-800-862-7778 ext. 8177

#### To request an exam copy by fax

Fax to 914-421-5598

#### To request an exam copy by mail

Pearson Longman  
Help Desk  
10 Bank Street, 8th floor  
White Plains, New York 10606-1951  
**To request an exam copy by email**  
Send to [ESLSampling@pearsoned.com](mailto:ESLSampling@pearsoned.com)

**If you're interested in our Middle/High School catalog, request ISBN number 0-13-240055-3.**

## EDITORIAL

### For proposals and editorial correspondence:

Pearson Longman  
Editorial Department  
10 Bank Street, Suite 900  
White Plains, New York 10606-1951

## PERMISSIONS

### Direct all inquiries regarding rights and duplication policy to:

Pearson Longman  
Permissions Department  
10 Bank Street, 8th floor  
White Plains, New York 10606-1951  
Phone: 914-287-8032  
Fax: 914-993-0163

Copyright: Reproduction of material without permission violates international copyright law.

ETS, the ETS logo and TOEFL are registered trademarks of Educational Testing Service. Printed under license from ETS.