

Step-by-Step Ordering Instructions

Seventh Day Adventist Schools

Social Studies **Grades K–8**

Step by step ordering instructions:

1. Fill out the correct custom order form(s).
2. EANS sites have separate custom order form(s).
3. Free materials, and shipping and handling, calculate.
4. Attach your school purchase order. One purchase order can be used for both elementary and middle school resources.
5. Non EANS sites send orders to: [Orders MHE@mheducation.com](mailto:Orders_MHE@mheducation.com).
 - a. Copy Becky Lamb; beckylamb.mheducation@gmail.com
6. EANS sites send orders to: Becky Lamb; beckylamb.mheducation@gmail.com
7. Upon successful submission you receive an 8 digit confirmation code. Retain this code.

To track the order, call customer service at 800.338.3987. Supply the 8-digit confirmation code.

For Technical Support call 800-437-3715.
