

Placing an Order

Hello Literacy® Products

all prices in US dollars



Email POs to:
support@helloliteracy.com

Remit Payment to:

Hello Literacy, Inc.
PO Box 3315
Greenville, NC 27836
+1 (919) 205-8550

DOCUMENTS INCLUDED:

- Ordering Information (this page)
- W-9 - Fed. Tax ID#: 46-2693712
- Order Form

ORDERING INFORMATION:

- **PURCHASE ORDER (US SCHOOLS/DISTRICTS ONLY)**

- Purchase Order will be accepted if NO vendor forms are needed from our office and your order is a minimum of \$1000. IF vendor forms or additional paperwork are required from our office, the PO must be at least \$5000.
- Purchase Orders are only accepted for products on page 2 of this packet. That means, we do not accept purchase order on digital PDF products.
- If your school/district is TAX EXEMPT, please submit documentation with your PO.
- Purchase Orders MUST be addressed to Hello Literacy and must include:
 - Product Name, SKU Number & Quantity
 - 10% Shipping & Handling
 - 7.25% Sales Tax if in North Carolina
 - US Shipping Address
 - US Billing Address (if different)
 - Customer Name, Phone Number & Email Address
 - Billing Name, Phone Number & Email Address (if different)
- We accept checks only as payment for a purchase order. Credit Cards will not be accepted on purchase orders. If you want to pay with a credit card, go straight to www.hellodecodables.com and use a credit card at checkout.
- Make checks payable to Hello Literacy, Inc.
- PAYMENT IS NET30 DUE ON FULFILLMENT. Please pay promptly after receiving your order. In the case of all Purchase Orders, we are covering the expense up front & out of pocket until you pay. GET SCHOOL BOARD APPROVAL to release funds BEFORE emailing your PO.
- Mailed checks should include a copy of the invoice OR reference the invoice # on check

SUBMIT COMPLETED PO & A COMPLETED ORDER FORM (page 2)
purchaseorders@helloliteracy.com

If a QUOTE is required by your district/school for a PO, email support@helloliteracy.com & use QUOTE NEEDED in the subject line

We look forward to working with you!

HD.Vendor Forms.Nov.27.2023

Order Form

Hello Literacy®

Hard Goods Products

all prices in US dollars



Remit Payment to:

Hello Literacy, Inc.
PO Box 3315
Greenville, NC 27836
+1 (919) 205-8550

SHIPPING INFORMATION:

Name:
Street Address:
City, State, ZIP:
Phone Number:
Email Address:
PO Number:

BILLING INFORMATION:

Name:
School/District:
Street Address:
City, State, ZIP:
*Phone Number:
*Email Address:

*if the PO will be emailed from a "do not reply" email address, then a billing contact phone & email address is required

ITEM SKU	HELLO LITERACY® PRINT DECODABLE PRODUCTS	UNIT PRICE	QTY	AMOUNT
#P000120-01	Pink Fiction Books: Single Pack (1 x Books 1-20)	\$68.00		
#Q002140-01	Orange Fiction Books: Single Pack (1 x Books 21-40)	\$68.00		
#Y004160-01	Yellow Fiction Books: Single Pack (1 x Books 41-60)	\$68.00		
#P000120-06	Pink Fiction Books: Six Pack (6 x Books 1-20)	\$389.00		
#Q002140-06	Orange Fiction Books: Six Pack (6 x Books 21-40)	\$389.00		
#Y004160-06	Yellow Fiction Books: Six Pack (6 x Books 41-60)	\$389.00		
#XB000160-18	Complete Fiction Books: Super Pack (6 x Books 1-60)	\$1167.00		
#M000120-01	Mint Nonfiction Books: Single Pack (1 x Books 1-20)	\$68.00		
#G002140-01	Green Nonfiction Books: Single Pack (1 x Books 21-40)	\$68.00		
#B004160-01	Blue Nonfiction Books: Single Pack (1 x Books 41-60)	\$68.00		
#M000120-06	Mint Nonfiction Books: Six Pack (6 x Books 1-20)	\$389.00		
#G002140-06	Green Nonfiction Books: Six Pack (6 x Books 21-40)	\$389.00		
#B004160-06	Blue Nonfiction Books: Six Pack (6 x Books 41-60)	\$389.00		
#NB00160-18	Complete Nonfiction Books: Super Pack (6 x Books 1-60)	\$1167.00		

***If your school/district has Tax Exempt status, please include proof when submitting the Purchase Order.**

SUB TOTAL _____

10% SHIPPING & HANDLING _____

***7.25% SALES TAX (NC CUSTOMERS ONLY - S&H IS TAXED)** _____

FINAL TOTAL _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Hello Literacy, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Other (see instructions) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

PO Box 3315

6 City, state, and ZIP code

Greenville, NC 27836

7 List account number(s) here (optional)

Requester's name and address (optional)

See Specific Instructions on page 3.

Print or type.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

4	6	-	2	6	9	3	7	1	2
---	---	---	---	---	---	---	---	---	---

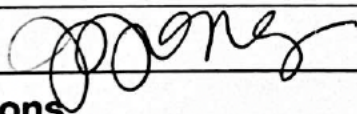
Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶



Date ▶

1/25/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



Sole Source Affidavit – Hello Literacy® Hello Decodables™ Products

To Whom It May Concern:

This letter is to confirm that the Hello Literacy® Decodable Products is a sole source product, manufactured, sold and distributed exclusively by Hello Literacy®, Inc. Hello Literacy® is the sole publisher, copyright holder and trademark holder of all Hello Literacy® Products.

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Additionally, there is no other like item(s) or product(s) available for purchase that would serve the same purpose or function as the Hello Literacy® Products, and there is only one price for the Hello Literacy® Products, because of exclusive distribution and marketing rights.

If you desire additional information, don't hesitate to contact me.

Thank you for your interest in the Hello Literacy® Decodable Products for your school or district's Science of Reading aligned literacy instruction.

A handwritten signature in black ink, appearing to read "Jennifer Jones", written in a cursive style.

Jennifer Jones, President
Hello Literacy®, Inc.

Catalog
Hello Literacy® Products
 all prices in US dollars



Contact & Remit INFO:
 Hello Literacy, Inc.
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 Greenville, NC 27836
 +1 (919) 205-8550
 support@helloliteracy.com

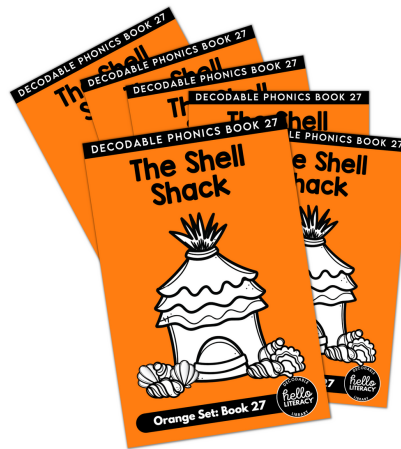
FICTION DECODABLES

Single Pack



20 books x 1 copy
 \$68

Six Pack



20 books x 6 copies
 \$389

Super Pack

1 x Books 41-60



120 books x 6 copies
 \$1167

Hello Decodables Fiction Yellow Books - Individual Set

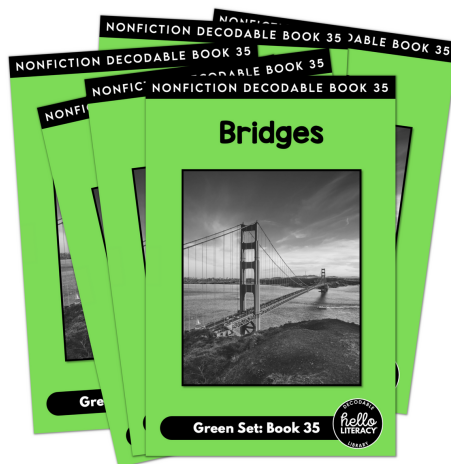
NONFICTION DECODABLES

Single Pack



20 books x 1 copy
 \$68

Six Pack



20 books x 6 copies
 \$389

Super Pack



120 books x 6 copies
 \$1167

Hello Decodables™

Hello Literacy® Products Sample Book Pages Preview



DECODABLE PHONICS BOOK 27

The Shell Shack

Orange Set: Book 27

The Shell Shack

Orange Set: Book 27 Word Count: 200 Concept: Shells

Phonics Focus Skills	Decodable Words
sh and ck + r-controlled (ar, or)	next lot
	sell sale
	rest grab
	make smile
	fast make
	first top
	big until
	time store

Decodable Background Building Vocabulary

dock shoreline popular stock rack Tropical Atlantic Fig Chestnut Turban

New Heart Words

every, where, friend

Teacher: "Get ready to put your phonics skills into action. You'll be reading lots of words in this story with the digraphs 'sh' and 'ck'. A digraph is two letters that come together to make one sound like in the word *mash* or *pack*. Also, be on the lookout for r-controlled spellings 'or' like *car* and 'oo' like *port*."

The Shell Shack

by Jen Jones

Orange Set: Book 27

Shane has a shell shop next to the dock by the port. Shane's Shell Shack is on the corner of Sharp Drive.

1

Shane's best friend, Mack, likes to work at the shop. He drives his car and parks in the shell shop lot.

2

They sell shells of every shape and size. Shane sells shells to people that come to the shore and take shells home to their friends as gifts.

3

Shane sells shells fast, so he must make a list. He sells the Atlantic Figs first and the Chestnut Turban shells next.

4

Mack likes to stock the shells when they come in. He lines them up on the shelf and puts them in order. Big shells go on the top rack.

5

Shane has a big table where he stores all the shells in a box until it is time to put them in the store for sale. They sell so fast!

6

People drive for miles to grab the tropical shells at Shane's Shell Shack. Shane and Mack love to make people smile.

7

After five, Shane and Mack close the shack and tape a note to the the porch so they can go and fish for the rest of the day.

8

I Can Read Words!

where	<u>come</u>	every
<u>day</u>	friend	<u>people</u>
<u>them</u>	where	friend
every	<u>people</u>	where
friend	<u>their</u>	every
every	friend	where
where	<u>come</u>	every
<u>day</u>	friend	<u>people</u>

Book 27: The Shell Shack

I Can Read Sentences!

Shane's Shell Shack is by the dock. It's on the corner of Sharp Drive. Shane's friend likes to work there. Mack parks his car in the shop lot. There are shells of every shape. People take shells home as gifts. Shane sells his shells so fast! The Atlantic Fig shells sell first. The Chestnut Turban shells sell next. Mack stocks the shells on the rack. Shane stores the shells in a big box. Shane and Mack make people smile. They close the shack and tape a note. They like to go and fish after work.

Book 27: The Shell Shack

10

I Can Talk About The Story!

Students can respond to these questions individually, with a partner, or in a small group. Students can answer out loud or point to the answer in the book (show their evidence). Remember, students who are learning to decode may not be able to answer comprehension questions about the story as most of their brain power is going into the decoding work. But asking questions is important to keep kids connected to why we read.

Q: Who owns the Shell Shack?
A: Shane owns the Shell Shack.

Q: Who helps Shane at the Shell Shack?
A: His friend Mack helps him.

Q: What is one type of shell Shane sells?
A: Atlantic Fig or Chestnut Turban.

Q: How does Mack like to help?
A: He stocks the shells when they come in.

Q: Why do people buy shells from Shane?
A: He sells beautiful tropical shells.

Q: Where do Shane and Mack go after work?
A: They like to go surfing.

Book 27: The Shell Shack

The Shell Shack
Decodable Phonics Book 27 (Orange Set)

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Text by Jen Jones

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www.hellodecodables.com

Have you ever gone to the beach and collected a few shells? Read to find out all the different types of shells Shane sells in his seaside shop - The Shell Shack!

Title: The Shell Shack
Orange Set: Book 27

Phonics Skills: previous + sh and ck + r-controlled (ar & or)

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Hello Decodables™

Hello Literacy® Products Sample Book Pages Preview



NONFICTION DECODABLE BOOK 43

The Railroad

Blue Set: Book 43

The Railroad

Blue Set: Book 43 Word Count: 305 Concept: Transportation

Phonics Focus Skill	Heart Words
long o spelled oa & ow	early, move, work
Decodable Topic Words	Topic Words with Heart Parts
bridges problem cities coast modern west east horses wagons loaded grain wheat spikes track	invention, mountain, freight, million
	Decodable Background Building Vocabulary
	railroad coast oak terrain preserve payload

Teacher: "Get ready to put your phonics skills into action. You'll be reading words in this book that contain the spellings 'oa' and 'ow' for the sound of long o like road and snow. This book also uses the word 'would'. We have learned 'could' as a heart word, so if you know could, you can read would."

The Railroad

by Jen Jones

Blue Set: Book 43

Like the invention of bridges that were built to solve an engineering problem, so was the invention of the railroad. In the early 19th century, connecting U.S. cities from coast to coast by rail, was a key event in shaping modern history.

Prior to trains and railroads, early settlers would travel west to start new homesteads by walking very long distances on rocky roads or ride in covered wagons with horses, and then by steamboats and stagecoaches.

2

Besides the extreme natural elements, one of the biggest travel challenges at the time was the natural obstacle of the Rocky Mountains. A rail system through these mountains would speed up moving people and supplies.

3

More than 25 million Chinese citizens were laborers for the Central Pacific Railroad. Irish immigrants were hired, too. The work was hard. The days were long. They would blow up mountains and chisel through miles of solid granite by hand.

4

They cleared the land, leveled terrain and built embankments, bridges and tunnels. Then, the goal was to follow a plan to build the track system including the rails, railroad ties, or sleepers, and the ballast, to ensure stability and safety.

5

First, the track ballast was laid to form the track bed. Good ballast was made from crushed stone that was a mixture of coarse sand and small gravel from slag, chats, and coal cinders. It was packed between, below and around the railroad ties.

6

Next, railroad ties, made of oak and soaked in creosote to preserve the wood, were evenly spaced on the ballast and hammered in using spikes. Last, long segments of steel called rails were bolted to the railroad ties.

7

Thanks to the railroad, trains take payloads of freight like oats, wheat and barley from the grain elevator to the bodyyard where they are off-loaded and travel down the river. And, passenger trains have reduced travel time from months to days.

8

Glossary*

engineering	The math and science skills & knowledge to solve real world problems.
freight	Goods transported in bulk by truck, train, ship or aircraft.
immigrant	A person who comes from one country to live permanently in another country.
oak	A type of hard wood. Oak wood comes from an oak tree.
obstacle	A thing that gets in the way of moving forward; blocks progress
passenger	A person who rides, as in a car, bus, taxi, subway, train, plane, etc.
preserve	To do treat something in some way that makes it last longer.
terrain	The physical features of an area of land.

*Every definition may be decodable. *Definitions may need help or use this page for a vocabulary document.

9 Book 43: The Railroad

I Can Read Sentences!

Railroads solved a mountain problem. Connecting US cities was a key event. Before the railroad, settlers walked. Settlers walked long distances. The Rocky Mountains were an obstacle. Railroads would move people faster. Chinese workers built most of it. They would chisel through granite. The work was hard, and the days long. Building a track system was the goal. They followed the engineering plan. The ballast is the stone under the ties. Railroad ties are made of oak wood. Spikes held the ties and rails together. Trains take payloads of freight.

Book 43: The Railroad

10

I Can Talk About The Book!

Students can respond to these questions individually, with a partner, or in a small group. Students can answer out loud or point to the answer in the book (show their evidence). Remember, students who are learning to decode may not be able to answer comprehension questions about the book as most of their brain power is going into the decoding work. But, it's important to ask questions about the book to keep kids connected to why we read.

Q: Before railroads, how did settlers move from east to west?
A: They would walk, or travel in covered wagons pulled by horses.

Q: Who built the railroad?
A: (Due to a US labor shortage) most of the laborers were Chinese, who came to America from China for jobs.

Q: Why did they have to blast through mountains?
A: To create tunnels for trains to pass through.

Q: What are the three parts of a railroad track?
A: The ballast, the ties and the rails, (held together with spikes).

Q: Are railroads still used today?
A: Yes, for the same reasons they were created, to haul freight and move passengers across the country.

Q: Do you think the railroad was easy or hard to make?
A: Accept answers that have good reasons.

Book 43: The Railroad

11

The Railroad Decodable Phonics Book 43 (Blue Set)
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www.helloliteracy.com

Text by Jen Jones

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Printed in the United States of America

ISBN

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Have you ever wondered about trains and the tracks they're on? Let's read to find out how the invention of the railroad transformed modern U.S. history.

Title: The Railroad
Blue Set: Book 43

Phonics Skills: previous + long o spelled oa & ow