



# Materials Order Worksheet

(send final orders using *your school's* purchase order form)

**email to:** support@calmclassroom.com

SKU#	ITEM DESCRIPTION	PRICE	QTY
<b>HARDCOPY MANUALS</b> (incl. 1 year digital access) <i>(Recommend 1 manual for all teachers, counselors, administrators and disciplinary staff)</i>			
001	Hardcopy - English Elementary School	\$25	
002	Hardcopy - English Middle & High School	\$25	
003	Hardcopy - English Pre-K & Kindergarten	\$25	
004	Hardcopy - Spanish/English Elementary School	\$30	
005	Hardcopy - Spanish/English Pre-K & Kindergarten	\$30	
002-S	Hardcopy - Spanish/English Middle & High School	\$30	
<b>POSTERS &amp; CHIMES</b>			
006	Student Ambassador Poster Set <i>(We suggest 1 set for each classroom)</i>	\$9	
007	Any Time/Any Place Hallway Poster Set <i>(We suggest 3-4 sets for hallways)</i>	\$20	
008	We Are A Calm Classroom School Entrance Poster <i>(We suggest 1 per school)</i>	\$50	
010	Focusing Chime	\$14	
<b>E-LEARNING COURSE</b> Calm Classroom Online Academy (incl. Hardcopy Manual)			
009-001	Academy - English Elementary	\$135	
009-002	Academy - English Middle & High School	\$135	
009-003	Academy - English Pre-K & Kindergarten	\$135	
009-004	Academy - Spanish/English Elementary	\$140	

CONTINUED ON NEXT PAGE

SKU#	ITEM DESCRIPTION	PRICE	QTY
009-005	Academy - Spanish/English Pre-K & Kindergarten	\$140	
009-002-S	Academy - Spanish/English Middle & High School	\$140	
<b>CALM CLASSROOM KITS</b> Incl. one manual (001-005), focusing chime (010), poster sets (006 + 007), Academy e-Learning Course (009), 1-Year Portal access			
011-001	Kit - English Elementary	\$160	
011-002	Kit - English Middle & High School	\$160	
011-003	Kit - English Pre-K & Kindergarten	\$160	
011-004	Kit - Spanish/English Elementary	\$165	
011-005	Kit - Spanish/English Pre-K & Kindergarten	\$165	
011-002-S	Kit - Spanish/English Middle & High School	\$165	
<b>DIGITAL PORTAL</b> (1 year online access) Incl. all Six (6) digital manuals, video & audio recordings of practices, nature video player <i>(Recommend 1 access for all teachers, counselors, administrators and disciplinary staff)</i>			
P-MANBUN-DIGITAL	Portal - Digital Manual Bundle - Year 1 Access	\$25	
P-MANBUN-DIGITAL-RENEWAL	Portal - Digital Manual Bundle - Year 2+ Renewal	\$15	
P-ACADEMY-DIGITAL	Portal - Digital Manual Bundle w/ Academy e-Learning Course	\$110	
<b>TRAINING</b> Please contact us for customized training options.			
TRAINING-SUPPORT	Training - Direct-to-Teacher / Train-the-Trainer	varies	

## SHIPPING & HANDLING COSTS:

PRODUCT QUANTITY	SHIPPING COST	X
<b>MANUALS</b>		
<b>(001 to 005) Calm Classroom Manual</b>		
1 unit	\$8 per unit	
2-3 units	\$4.50 per unit	
4-12 units	\$3 per unit	
13-20 units	\$20 total	
21+ units	\$1 per unit	
<b>POSTERS &amp; CHIMES</b>		
<b>(006) Student Ambassador Poster Set</b>		
1-2 sets	\$4 total	
3-8 sets	\$8 total	
9-100 sets	\$14 total	
<b>(007) Any Time/Any Place Poster Set</b>		
1-3 sets	\$7.50 per unit	
4+ sets	\$5 per unit	
<b>(008) We are a Calm Classroom School Poster</b>		
1 unit	\$10 per unit	
2+ units	\$8 per unit	
<b>(010) Focusing Chime</b>		
1-2 units	\$6.50 total	
3-8 units	\$13 total	
9-18 units	\$20 total	
19+ units	\$1.50 per unit	
<b>E-LEARNING</b>		
<b>(009-xxx) Calm Classroom Academy</b>		
1 unit	\$7 per unit	
2-3 units	\$4 per unit	
4-12 units	\$3 per unit	
13-20 units	\$20 total	
21+ units	\$1 per unit	
<b>CALM CLASSROOM KITS</b>		
<b>(011-xxx) Calm Classroom Kit</b>		
1 unit	\$10 per unit	
2-3 units	\$9 per unit	
4+ units	\$5 per unit	

**Item Cost:** \_\_\_\_\_

**Shipping Cost:** \_\_\_\_\_

**TOTAL :** \_\_\_\_\_

SEE NEXT PAGE FOR W-9

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b>  <b>See Specific Instructions on page 3.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Luster Learning Institute, Nfp</b>	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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 <b>not</b> 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.  <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>501c3</b>	
	<b>4</b> 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) _____  <i>(Applies to accounts maintained outside the U.S.)</i>	
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>1126 Hillcrest Ave</b>	<b>Requester's name and address (optional)</b>
	<b>6</b> City, state, and ZIP code <b>Highland Park, IL 60035</b>	
	<b>7</b> List account number(s) here (optional)	

## 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.

<b>Social security number</b>										
				-						
<b>or</b>										
<b>Employer identification number</b>										
3	6		-	4	6	0	4	9	6	5

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ *Rj Luster*

Date ▶ **1/4/2024**

## 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](http://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.*