



calm classroom

## Purchase Order Worksheet

Please send orders using your school purchase order form

Email a PDF of your Purchase Order to: [support@calmclassroom.com](mailto:support@calmclassroom.com)

Fax a copy of your Purchase Order to Luster Learning Institute – Calm Classroom and send to: **847-748-7553**

Luster Learning Institute: W-9 Form Is Located on the last page of this document

Mail a copy of your Purchase Order to: Luster Learning Institute – Calm Classroom 1126 Hillcrest Avenue, Highland Park, IL 60035

Contact us: 847-748-7482

Product #	Description and Pricing	UNIT PRICE
	<b>Manuals</b> We suggest 1 manual for all: Teachers, counselors, administrators and disciplinary staff	
001	<b>English Elementary/Middle School Manual</b>	\$25
002	<b>English High School Manual</b>	\$25
003	<b>English Pre-K &amp; Kindergarten Manual</b>	\$25
004	<b>Spanish &amp; English Bilingual Elementary/Middle School Manual</b>	\$30
005	<b>Spanish &amp; English Bilingual Pre-K &amp; Kindergarten Manual</b>	\$30
	<b>Posters</b>	
006	<b>Student Ambassador Poster Set</b> (We suggest 1 set for each classroom)	\$9
007	<b>Anytime/Anywhere Hallway Poster Set</b> (We suggest 3-4 sets to be posted in the hallways)	\$20
008	<b>We Are A Calm Classroom School Entrance Poster</b> (We suggest 1 for each school)	\$40
	<b>E-Learning</b>	
009	<b>Calm Classroom Online Academy &amp; Manual</b> (Available for various grades (Pre-School/Kindergarten or Elementary/Middle or High School))	\$65
	<b>Additional Options</b>	
010	<b>Focusing Chime</b>	\$14
011	<b>Calm Classroom Kit</b> (Includes 1 Manual (001-005) Plus 1 of each of the following items: 006,007,009,and 010)	\$105

## Shipping & Handling Costs:

Product	Total Shipping Charge
<b>Manuals</b>	
<b>001 – 005 Calm Classroom Manual</b>	
1 unit	\$7 per unit
2-3 units	\$4 per unit
4-12 units	\$3 per unit
13-20 units	\$20 total
21 and over	\$1 per unit
<b>Posters</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 Anytime/Anywhere Hallway Poster Set</b>	
1 -3 units	\$7.5 per unit
4-12 units	\$5 per unit
<b>008 We Are A Calm Classroom School Entrance Poster</b>	
1 unit	\$10 per unit
2 or more units	\$8 per unit
<b>E-Learning</b>	
<b>009 Calm Classroom Academy &amp; Manual</b>	
1 unit	\$7 per unit
2-3 units	\$4 per unit
4-12 units	\$3 per unit
13-20 units	\$20 total
21 and over	\$1 per unit
<b>Additional Options</b>	
<b>010 Focusing Chime</b>	
1-2 units	\$6.50 total
3-8 units	\$13 total
9-18 units	\$20 total
19 and over	\$1.50 per unit
<b>011 Calm Classroom Kit</b>	
1 unit	\$10 per kit
2-3 units	\$9 per kit
4 or more units	\$5 per kit

# 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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Luster Leaming Institute, nfp**

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

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**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.

Other (see instructions) ▶ **501c3**

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.  
**1126 Hillcrest Ave**

6 City, state, and ZIP code  
**Higland Park, IL 60035**

7 List account number(s) here (optional)

Requester's name and address (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.

Social security number										
			-			-				
or										
Employer identification number										
3	6		-	4	6	0	4	9	6	5

**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 ▶ *A J Luster* Date ▶ *1/15/2019*

**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-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.