



A Ministry of Paulist Evangelization Ministries

2019-2020 ORDER FORM FOR LITURGICAL YEAR

A

EXPIRES JULY 2020

ITEM #		UNIT PRICE	QUANTITY	COST
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LEADERSHIP TEAM RESOURCES

Parish Starter Kit (Prepayment is Required; Free Shipping and Handling)

110	English (Contains items #950, #900, and #150)	\$69.95		\$
111	Spanish (Contains items #951, #901, and #151)	\$69.95		\$

Parish Resource Pack for Year A (Lent 2020) (Prepayment is Required; Free Shipping and Handling)

Contains one copy each of the Small Group Participant Booklet; Small Group Leader Guide; Small Group Participant Booklet for Teens; Small Group Leader Guide for Teens, which includes a DVD with 6 Video Presentations for Teen Small Group Meetings; Family Activity Booklet; From Exodus to Easter: My Daily Journey Through Lent; sample bulletin inserts; Prayer Card, with the Prayer for the New Evangelization; Sign-up Sunday Brochure; and the Living the Eucharist Poster.

950	English	\$34.95		\$
951	Spanish	\$34.95		\$

Parish Leadership Team Manual

900	English	\$22.95		\$
901	Spanish	\$22.95		\$

Living the Eucharist DVD with 8 Videos

Includes the Introductory Video, Presentation Video, Training Video for Small Group Leaders, The Role of Liturgical Ministers, Inviting Adults to Participate, Inviting Teens to Participate, Inviting Families to Participate, and Learn About Lectio Divina.

150	English	\$23.95		\$
151	Spanish	\$23.95		\$

DVD for Parish Retreat with 2 Videos

Includes one video with the morning retreat talk and one video with the afternoon retreat talk.

800	English	\$23.95		\$
801	Spanish	\$23.95		\$

SUBTOTAL 1

\$

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RESOURCES FOR PRESENTING *LIVING THE EUCHARIST* IN THE PARISH

Sign-up Sunday Brochure (pack of 100)				
550	English	\$9.95		\$
551	Spanish	\$9.95		\$
Living the Eucharist Poster				
140	English	\$3.95		\$
141	Spanish	\$3.95		\$

PARISH PARTICIPANT MATERIALS FOR LITURGICAL YEAR A (LENT 2020)

Small Group Leader Guide				
200	English	\$7.95		\$
201	Spanish	\$7.95		\$
Small Group Participant Booklet (pack of 10)				
230	English	\$59.95		\$
231	Spanish	\$59.95		\$
Small Group Leader Guide for Teens				
<i>Includes a DVD with 6 Video Presentations for Teen Small Group Meetings</i>				
300	English	\$19.95		\$
301	Spanish (DVD: English audio, with Spanish subtitles)	\$19.95		\$
Small Group Participant Booklet for Teens (pack of 10)				
330	English	\$59.95		\$
331	Spanish	\$59.95		\$
Family Activity Booklet (pack of 10)				
400	English	\$49.95		\$
401	Spanish	\$49.95		\$
From Exodus to Easter: My Daily Journey Through Lent (pack of 10)				
500	English	1 – 10 Packs	\$22.95	\$
		11+ Packs	\$18.95	\$
501	Spanish	1 – 10 Packs	\$22.95	\$
		11+ Packs	\$18.95	\$
Prayer Card, with the Prayer for the New Evangelization (pack of 100)				
600	English	1 – 4 Packs	\$12.95	\$
		5+ Packs	\$10.95	\$
601	Spanish	1 – 4 Packs	\$12.95	\$
		5+ Packs	\$10.95	\$

Bulletin Inserts		
<i>Includes a PDF with six bulletin inserts in color and in black and white, sent to your parish as an email attachment.</i>		
700	English	(check here to receive bulletin inserts in English) <input type="checkbox"/>
701	Spanish	(check here to receive bulletin inserts in Spanish) <input type="checkbox"/>

calculate licensing fee below

Licensing Application for Reproducible Bulletin Inserts Worksheet

Your parish prints the inserts for your parish bulletin or for other instructional uses. To order your bulletin inserts for Year A (Lent 2020), you must complete the following licensing application.

Calculating Your Parish's Licensing Fee

(Line 1) Number of registered households in your parish		(1)
(Line 2) Number of bulletins printed weekly during Lent		(2)
(Line 3) Number of bulletins printed for the first five weeks of Lent (multiply Line 2 by 5)		(3)
(Line 4) Number of bulletins printed for Palm Sunday of the Passion of the Lord		(4)
(Line 5) Total number of bulletins (add Line 3 and Line 4)		(5)
(Line 6) Licensing fee (multiply Line 5 by \$0.05)	SUBTOTAL 3	\$ <input style="width: 100px;" type="text"/>

Example: A parish of 1,000 households prints an average of 750 bulletins a week during Lent: 650 in English and 100 in Spanish. Over the first five weeks of Lent, the parish will print 3,750 (750 x 5). For Palm Sunday, the parish will print 900 bulletins: 700 in English and 200 in Spanish. The total for the six weeks of Lent is 4,650 (3,750 + 900). The parish's combined licensing fee for Year A (Lent 2020), for both English and Spanish, is \$232.50 (4,650 x \$0.05).

Agreement: By paying the licensing fee, your parish may reproduce the *Living the Eucharist* bulletin inserts for use during the six weeks of Lent 2020. The parish agrees not to sell the reproduced bulletin inserts. This license is valid only for your parish, and includes missions associated with your parish.

Special Bonus: Each set of bulletin inserts, in English or Spanish, includes a PDF of the *Living the Eucharist* poster in an 8.5" x 11" format. Parishes are encouraged to reproduce this poster and insert it in the bulletin the week before Sign-up Sunday. The poster, used as a bulletin insert, will inspire and encourage parishioners to participate in *Living the Eucharist*.

COST OF YOUR ORDER

SUBTOTAL 1	\$ <input style="width: 100px;" type="text"/>
SUBTOTAL 2	\$ <input style="width: 100px;" type="text"/>
SUBTOTAL 3	\$ <input style="width: 100px;" type="text"/>
TOTAL FOR MATERIALS ORDERED	\$ <input style="width: 100px;" type="text"/>
PLUS "REAL TIME" SHIPPING AND HANDLING (<i>see below</i> *)	\$ <input style="width: 100px;" type="text"/>
GRAND TOTAL	\$ <input style="width: 100px;" type="text"/>

***Shipping and handling charges will be added to your order.** We use "real time" shipping charges based on shipping method, package weight, and distance. Shipping and handling charges will be automatically added to online orders. Use the *Living the Eucharist* web store to calculate your shipping and handling charges to be added to this order form. Or you may call 800-435-7116, Monday – Friday, 9 a.m. – 5 p.m. Eastern Time, to obtain the charges for phone and fax orders.

For normal delivery, orders are shipped by a traceable carrier within 5 business days of receipt. Allow up to 10 additional business days for ground delivery. Business days do not include federal holidays.

RUSH orders placed by 12:30 p.m. Eastern Time will be processed and shipped that same day. RUSH orders received after 12:30 p.m. Eastern Time will be shipped the next business day via next day or 2nd day delivery for an additional charge. The RUSH handling fee is \$15 per order, in addition to the real time RUSH shipping charge.

FOUR EASY WAYS TO ORDER

1. Order from our secure website: www.LivingtheEucharist.org

2. Mail Order: Send this form to

LTE–Paulist Evangelization Ministries Order Department
P.O. Box 1020
Sewickley, PA 15143-1020

Please make checks payable to LTE–Paulist Evangelization Ministries, and send to address above.

3. Telephone Order: 800-435-7116, Monday – Friday, 9:00 a.m.– 5:00 p.m. ET

4. Fax Order: 412-741-0609

PAYMENT METHOD

Credit card: MasterCard Visa

Credit Card Number:

Exp. Date:

Signature:

Check or money order (*make payable to LTE–Paulist Evangelization Ministries, and send to address in No. 2 above*)

Bill to the address below (*Minimum order of \$30 for billing. Please prepay orders less than \$30.*)

BILL TO:

Name:

Purchase Order # (*if available*):

Diocese (*required*):

Parish/Institution (*required*):

Street Address:

City:

State:

Zip:

Phone: ()

PEM Customer # (*if known*):

Email Address (*required to receive order confirmation and bulletin inserts by email*):

Name of pastor/parish administrator authorizing purchase (*if different from above*):

SHIP TO (*if different from Bill To address*):

Name:

Parish/Institution:

Parish Address (*We cannot deliver to a P.O. box.*):

City:

State:

Zip:

Phone: ()

Fulfillment of orders for Lenten materials received after January 15, 2020 cannot be guaranteed. They will be fulfilled on an as available basis. Please order early.

INFORMATION ABOUT ORDERING

1. Do you need help with ordering?

Please consult the *Living the Eucharist* Parish Leadership Team Manual for explanations of how and when to use the materials. In particular, review Chapter 5, "Ordering Materials for *Living the Eucharist*."

If you still have questions or concerns about ordering, please contact your parish leadership team coordinator.

2. 30-Day Billing Policy

Customers who choose to be billed for their order have 30 days after the invoice date to pay their order in full. After the 30-day grace period, a 1.5% per month finance charge will be added to the unpaid balance.

The invoice for the order will be mailed separately to you or to another party responsible for paying the invoice, such as a parish secretary or bookkeeper. Please fill in the "Bill to" section, and, if needed, the "Ship to" section.

3. 90-Day Return Policy

All returns must be postmarked **within 90 days of your invoice date**. You may return only unopened shrink-wrapped packs of materials in resalable condition. No other returns will be accepted. Items sold individually are NOT returnable.

We will refund the amount of your return, less a 15% restocking fee (minimum of \$15). Please request a refund check or a credit on your account at the time of the return. Please allow up to 30 days to receive your refund check. Shipping charges are non-refundable.

To process a return, please include a copy of the original invoice or packing slip and ship the material to the following address:

Living the Eucharist Returns

16 Avenue A
Leetsdale, PA 15056-1304

Do NOT send returns to the Paulist Evangelization Ministries main office in Washington, DC. Returns sent to the Paulist Evangelization Ministries office will be charged a higher restocking fee of 25% (minimum \$25).