

Educational Resources

A Division of Learn & Lead Educational Center
www.learnandleadec.com

September 2, 2011

Re: Staff Order Program

Dear Principal,

As you know, L & L Educational Resources is working hard to make current educational materials available to teachers within the Turks and Caicos Islands. In the past, all orders were delivered to Learn & Lead Educational Center in Grand Turk and then redistributed. We realize that this has caused an extra step and we are trying to reduce steps in order for your teachers to get their items faster and at the best price possible.

When we bring in items for teachers, we are required to pay duty and in some cases teachers are required to pay additional shipping for their items to be delivered to them. This is particularly relevant in the case of teachers in Providenciales. As a result, we have decided to implement a Staff Order Program.

Staff orders give members of staff the opportunity to purchase items from our catalogue and combine their orders with other members of their staff. The combined order is then filed and sent directly to the school in c/o the principal.

Although some of you are already using this option, we have decided to provide you with some frequently asked questions (FAQ) in order to ensure that you are clear on how the process works.

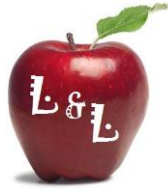
FAQ

What are the advantages to encouraging my staff to order collectively?

Teachers have easy access to a large variety of up to date teaching materials.

Teachers are more likely to purchase materials for their classrooms if it is a school initiative.

When items are shipped directly to the school, teachers avoid having to pay duty.



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Shipping collectively saves on overall shipping costs.

Items are shipped directly to the school and not to L & L and then transferred to the school, thus saving the extra cost for the second shipping.

In orders totalling more than \$800.00, no shipping is charged to ship items to freight forwarder (Tropical). Heavier items such as furniture and carpets are excluded from this promotion.

Who coordinates the order?

We suggest either the principal, or a teacher that the principal has chosen.

We will work with your coordinator to ensure that the process runs as smoothly as possible.

What are the responsibilities of the coordinator?

The coordinator will be required to compile the orders from the teachers in order to create one order to be submitted to us. (www.learnandleader.com or by email)

The coordinator will also be required to ensure that correct deposit is made into our account prior to us processing your school order.

What are the responsibilities of the teachers ordering?

Each teacher submits their order and the payment for that order to the coordinator.

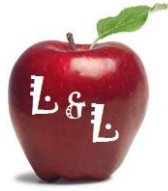
How is payment made?

Payment for all orders is done to school coordinator in order to facilitate one deposit.

Payment in full is to be deposited into L & L Educational Center's bank account prior to processing of any orders.

How does my order get to Tropical Shipping in Miami?

Once Learn and Lead has the order processed, it will be delivered to Tropical Shipping in the schools name c/o the principal.



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Is there any cost for my order to be delivered to Tropical?

In orders over \$800.00, we will absorb your shipping costs to Tropical (with the exception of items that require additional shipping).

How do I receive my invoice?

The invoice will be sent to school coordinator and principal.

Are there any additional charges beyond the actual items?

The principal will be responsible for paying Tropical for their shipment. It will be up to the principal if they would like to have teachers pay their portions of shipping at this point or if they will absorb shipping cost as an incentive for teachers to purchase current educational materials for their classrooms.

Who deals with customs?

The Principal will be responsible for clearing items.

Thank you for taking the time to learn about our Staff Orders program. Please feel free to contact us if you have any questions, comments or concerns. I can be reached by email at yrobinson@learnandleadec.com or by phone at (649) 232 – 3398.

Sincerely,

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Educational Materials Distributor