

Catalogs & Mail Order

REM 433

A TEACHING RESOURCE FROM...



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Introduction

Introducing students to workbook activities involving everyday life situations helps to expand important survival skills as well as the basic curricular skills.

Catalogs & Mail Order provides reading, comprehension, and math practice while learning how to fill out order forms for merchandise. Included are various methods of figuring shipping and handling and paying by personal check or a credit card. Ordering by telephone or a FAX machine is explained. A “use-your-own-catalog” page gives students an opportunity to use their own catalogs to choose an item and fill out an order form.

This book is designed for use in grades 4 – 12. Readability is on the 3rd – 4th grade level.

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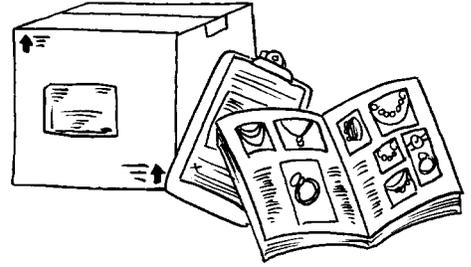
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Name _____

A Mail-Order Catalog

A mail-order catalog is a book that offers items for sale through the mail.

The catalog usually shows pictures of the items for sale and gives important information about each item.



Example: White, knit T-shirt imprinted with the name and graphics of your favorite football team. Machine washable. All cotton.

Small (S) 8, Medium (M) 10-12, Large (L) 14-16, Extra Large (XL) 18-20.
State size as S, M, L, or XL.

Item No.	Description	Price
119F	Dallas Cowboys T-shirt	\$12.99
120F	Arizona Cardinals T-shirt.	12.99
121F	Green Bay Packers T-shirt	12.99
122F	Denver Broncos T-shirt.	12.99

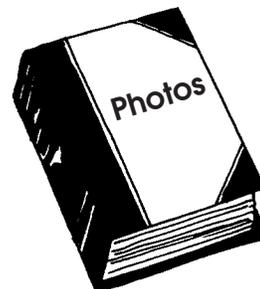
Answer the questions using the information above.

1. What is the item described here? _____
2. It is made of what kind of material? _____
3. How can it be cleaned? _____
4. How much does it cost? _____
5. What item number would you use to order an Arizona Cardinals T-shirt? _____
6. If you wear a size 10 T-shirt, what letter should you use when ordering? _____

Name _____

Item Descriptions

Catalog item descriptions include important information that will help a buyer make a decision about placing an order.



Here are some examples of catalog item descriptions:

Photo Album. Leather-like cover. 3-ring page binder. Slip-in plastic pockets hold 100 photos up to 4" x 6". Black or maroon.
86022 \$12.00

Candy Dish. Cobalt blue. Glass, with cover. 8½" high, 6" diameter.
S3190 \$17.50

CD Rack. Sturdy steel rack with black matte finish. Holds 50 CD's. Easy assembly.
T786 \$39.99

Dog Sweater. Cotton/polyester knit. Machine washable. Solid colors in red, blue, green, or black. Sized for small (S), medium (M), or large (L) dogs.
297 \$18.50

Answer the questions about the items described above.

1. What is the cost of the candy dish? _____
2. On the order form, how would you enter the size of a dog sweater for a little Chihuahua? _____
3. What is the item number of the photo album? _____
4. The buyer of a CD rack must do what after receiving it? _____
5. Can you buy the candy dish in red? _____
6. How many photos will the album hold? _____
7. The CD rack costs how much? _____
8. The dog sweater is made of what kind of material? _____
9. What is the size of the candy dish? _____
10. The photo album is available in what colors? _____
11. What is the price of the dog sweater? _____

Name _____

Filling Out an Order Form

When a buyer has selected items to purchase, he or she must fill out the catalog order form. Below is a sample order form. Parts of it have been filled in. Descriptions of the items being ordered are shown above the order form.

Complete the order form by putting in the missing item numbers, descriptions, and prices. Use your own name and address at the top of the form.



Stuffed Bear. Soft, man-made fur is surface washable. 12" tall. Rich brown color.
 B5731 \$12.50

Dinosaur Stickers. Set of 50, self-sticking, colorful dinosaurs. Includes 10 different types. Each sticker approx. 1" x 2".
 8703 \$2.99

In-line Skate Bag. Also holds safety pads and accessories. Sturdy nylon, 2 zippers, carrying strap.
 P120 \$14.98

Garden Frog. Made of weather-resistant resin. Life-like features. 8" long.
 G2554 \$4.00

ORDERED BY					ORDER FORM																			
Name _____																								
Address _____																								
City _____ State _____ Zip _____																								
Item Number	Qty.	Item Description	Price Each		Total Price																			
B5731	1																							
	2	Dinosaur stickers			5	98																		
P120	1		14	98																				
	1	Garden frog																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">SHIPPING AND HANDLING</th> </tr> <tr> <td style="text-align: center;">Total Order</td> <td style="text-align: center;">Add</td> </tr> <tr> <td style="text-align: center;">Up to \$10.00</td> <td style="text-align: center;">\$2.99</td> </tr> <tr> <td style="text-align: center;">\$10.01 to \$15.00</td> <td style="text-align: center;">\$3.99</td> </tr> <tr> <td style="text-align: center;">\$15.01 to \$25.00</td> <td style="text-align: center;">\$4.99</td> </tr> <tr> <td style="text-align: center;">\$25.01 to \$40.00</td> <td style="text-align: center;">\$5.99</td> </tr> <tr> <td style="text-align: center;">\$40.01 to \$50.00</td> <td style="text-align: center;">\$6.99</td> </tr> <tr> <td style="text-align: center;">Over \$50.00</td> <td style="text-align: center;">\$7.99</td> </tr> </table>					SHIPPING AND HANDLING		Total Order	Add	Up to \$10.00	\$2.99	\$10.01 to \$15.00	\$3.99	\$15.01 to \$25.00	\$4.99	\$25.01 to \$40.00	\$5.99	\$40.01 to \$50.00	\$6.99	Over \$50.00	\$7.99	MERCHANDISE TOTAL			
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