



LIFE SKILLS EDUCATION

BY AZTEC SOFTWARE

ORDER FORM

PHONE: 800-273-0033

FAX Order Form to : 973-255-1655

www.lifeskillsed.com

BILL TO:

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Name _____

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Organization _____

Street _____

City, State, Zip _____

Telephone _____ FAX# _____

Purchase Order# _____

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Telephone _____ FAX# _____

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UPS NOTIFICATION: UPS will provide an e-mail notice of your shipment. Please print your email address.

From Your Address Label

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PAYMENT

Purchase Order _____ Credit Card _____

Please submit your completed order form, P.O., and Tax Exempt Certificate via fax : 973-225-1655 or email orders@aztecsoftware.com.

If you selected pay by credit card, please call 800-273-0033, ext. 106, to make a payment.

INFORMATION & PRICES

TO PLACE AN ORDER

- > Please order in multiples of 25 per title.
- > Agencies and units of government are invited to use purchase orders and government credit cards. Terms: Net 30 days.

**SHIPPING

Shipping and handling service fees are prepaid and added to the invoice as a separate item. For order totals up to \$100, please add a \$10.00 flat fee. For orders over \$100, please add 10.5% of the total material cost to cover standard transportation and handling costs for orders shipped within the continental USA. Customers need to call 866-547-1895 for a transportation quote for large orders, or orders being shipped outside the continental USA. State and local taxes should be added where they apply.

Volume Discount Price Table FREE Domestic Shipping

BOOKLET

QUANTITY (Sold in bundles of 25)	
25 - 100	\$3.99 each
125 - 500	\$3.49 each
525 - 1000	\$2.99 each
1,000+ call for pricing 800-273-0033	

Overseas, AK, HI Shipping add 10%, \$39.95 minimum.

BOOKLETS	Quantity	Price each	
B O O K L E T S			\$
		**SHIPPING	\$
		Booklet SUBTOTAL	\$
		**SHIPPING	\$
		Workbook SUBTOTAL	\$
		NJ Residents, 6.625% sales Tax or exempt#	\$
		TOTAL	\$



1000 Alcohol/Substance Abuse

- 1001 Straight Talk about Drugs
- 1003 Marijuana & Your Health
- 1011 Narcotics
- 1018 What Is Addiction?
- 1019 Ending Addiction
- 1022 Methamphetamine
- 1101 Alcohol & Driving
- 1102 Alcohol & Your Body
- 1103 Alcoholism and the Family
- 1106 Teens & Alcohol
- 1109 Assess Your Drinking
- 1110 Problem Drinking
- 1115 Drinking Myths
- 1116 Alcohol at Work
- 1118 Adult Children of Alcoholics
- 1119 Alcoholic in Your Life
- 1120 Fetal Alcohol Syndrome

2000 Personal Development

- 2001 You & Your Self-Image
- 2002 Feeling Lonely
- 2007 Positively!
- 2009 Volunteer!
- 2010 Relocating
- 2012 Staying Together
- 2013 Breaking Up
- 2014 Coping With Divorce
- 2017 Making the Grade
- 2018 Person to Person
- 2020 You and Your Values
- 2021 Assertiveness
- 2022 Effective Goal Setting
- 2024 Healthy Relationships
- 2025 Preparing for Emergencies
- 2075 Money Smarts
- 2076 Deals on Wheels
- 2077 Introduction to Using Credit
- 2078 Your Credit Report
- 2079 Buying Your First Home
- 2080 Too Good To Be True
- 2081 Choosing a Credit Card
- 2082 Identity Theft
- 2083 Making Do on a Shoestring
- 2084 Payday Loans

2100 Parenting

- 2102 Kids & Substance Abuse
- 2104 Parents & Divorce
- 2105 Talking with Children
- 2106 Childhood Stress
- 2107 Choosing Good Childcare
- 2109 Step-Parenting
- 2110 Growing Self-Esteem
- 2112 Successful Discipline
- 2113 Coping with Family Stress
- 2115 Living with Your Teenager
- 2120 Teaching Values
- 2121 Money Matters
- 2122 Success in School
- 2124 Special Needs Child
- 2128 Parenting Your Grandchild

- 2129 Single Parenting
- 2130 Teaching Resilience
- 2131 Bullying

2200 Youth

- 2201 Handling Peer Pressure
- 2202 When Your Parents Divorce
- 2203 Playing Your Part - Kids & Stress
- 2207 Youth & Suicide
- 2210 New Kid on the Block
- 2212 Getting Along
- 2213 How to Say No

3000 Health & Wellness

- 3004 Fit for Life
- 3006 What is Mental Illness?
- 3101 Depression
- 3102 Anger
- 3103 Introduction to Stress
- 3104 Co-Dependency
- 3105 Worrying
- 3106 Finding Help
- 3107 Understanding Suicide
- 3108 Death and Grieving
- 3124 Post-Traumatic Stress
- 3125 Finding Strength - Suicide

5000 Domestic Violence

- 5001 Child Abuse
- 5002 Sexual Abuse
- 5003 Families & Abuse
- 5004 Incest
- 5005 Domestic Abuse
- 5006 Rape
- 5007 Acquaintance Rape
- 5008 Dating Violence
- 5009 Way Out for Abused Women
- 5010 Violent Relationship
- 5011 Elder Abuse and Neglect
- 5012 Looking Back, Moving Forward
- 5013 Witness to Violence
- 5014 Child Neglect
- 5015 Abusive Women
- 5016 Time To Change
- 5017 Toward a Happier Family

7000 Career Skills

- 7001 How to Choose a Career
- 7002 How to Choose a Tech. School
- 7003 How to Choose a College
- 7004 The Interview
- 7005 The Application
- 7006 The Resume
- 7007 The Cover Letter
- 7008 Planning Your Job Search
- 7009 How to Develop Job Resources
- 7010 The Follow-up Letter
- 7011 The Contact Network
- 7012 The Summer Job Book
- 7013 The Part-Time Job Book
- 7014 Coping With Unemployment
- 7015 Jobs with a Future
- 7016 Targeting Your Next Employer
- 7017 What Now? Steps After Layoff

- 7018 The Mature Resume
- 7019 The Informational Interview
- 7020 The Tailored Resume
- 7021 Making It at Work
- 7022 Employment Agencies
- 7023 Changing Careers
- 7024 Overqualified
- 7025 Your First Career
- 7026 Your First Resume
- 7027 The Phone Interview
- 7028 Untangling the Internet
- 7029 Computerized Job Search
- 7030 The Follow-up Interview
- 7031 Working a Job Fair
- 7032 Evaluating Your Interview
- 7033 Finding a Mentor
- 7034 Being a Mentor
- 7035 Getting the Job Done
- 7036 Listen Up!
- 7037 Keeping Your Cool at Work
- 7038 Preventing Workplace Violence
- 7039 Keeping Your Skills Sharp
- 7040 Back To School
- 7041 Facing A Layoff
- 7042 When Your Partner Loses a Job
- 7043 Sexual Harassment
- 7044 Winning an Employer Over
- 7045 Green Jobs
- 7046 Using Social Media
- 7047 Linking Up Online

8000 Military Life

- 8001 Service Families
- 8002 You're Entitled! Benefits
- 8004 Civilian Again
- 8005 Called to Duty
- 8006 Service Brings Separation
- 8007 Adjustments Ahead
- 8008 Making Marriage Stronger
- 8009 Making More of Military Pay
- 8010 Leaving Service, Next Career
- 8011 Military to Civilian
- 8012 Returning Home
- 8013 Together Again
- 8014 Guess Who's Coming Home
- 8015 Adjusting to Life Back Home
- 8016 Caring for Children
- 8017 New Vet, New Mission
- 8018 Resilience:

9000 Getting Work/Keeping a Job

- 9001 Assessing Your Job Skills
- 9002 You and Your Job
- 9003 Job Leads
- 9004 Ways to Go, People to See
- 9005 Letters for Job Seekers
- 9006 Steps to Great Resume
- 9007 Applying for a Job
- 9008 Your First Interview
- 9009 Making Contacts
- 9010 Look Sharp
- 9011 Fitting In

- 9012 Coping at Work
- 9013 Getting to Work
- 9014 Stick to It!
- 9015 You Can Do It!
- 9016 Workplace Diversity
- 9017 Getting Along with Boss
- 9018 Making Ends Meet
- 9019 You're Important
- 9020 Attitude
- 9021 Customer Service
- 9022 Work World Orientation
- 9023 It's about Time
- 9024 Telephone Skills
- 9025 Teamwork
- 9026 Good Work: Steps to Success
- 9027 Finding Your Balance
- 9028 Managing Stress
- 9029 A Career You Can Love
- 9030 How to Do Your Job Better
- 9031 How to Pass the Test
- 9032 Temporary Jobs
- 9033 Disability and Job-Finding
- 9034 On the Job ... with a Disability
- 9035 Oops ... I Made a Mistake
- 9036 No Resume, No Problem
- 9037 First Step Up
- 9038 Self-Employment
- 9039 Time to Move On?
- 9040 You're in Charge
- 9042 Not Too Late To Learn
- 9044 Talking To Employers

9100 Reentry

- 9101 Getting Out, Staying Out
- 9102 Rebuilding Your Relationships
- 9103 Out On Your Own
- 9104 Getting Back to Work
- 9105 Before You Go
- 9106 Your Turn to Talk
- 9107 Writing Resume w/record
- 9108 Writing Cover Letter w/record
- 9109 Sample Resumes /Cover Letters
- 9110 Finding a Job w/record

BOOKLET GRAND TOTAL

BOOKLETS: 16 page 5½" by 8½"
WORKBOOK: 48 page 8½" by 11"

