

PURCHASING / DOWNLOADING / LICENSING Workplace Spanish® Materials



A. Learning Kits

Workplace Spanish® offers 23 job-specific learning programs. MOST are available as “learning kits” which consist of a printed manual and audio CD. Some learning kits also contain a “Click It® CD-ROM which is a streamlined version of the manual in PDF format for PC use.

In the Click It® PDF version, the Spanish pronunciations are embedded in each English term, so a person can practice pronouncing specific expressions without having to listen an audio CD track.

Learning kit prices are based on title selected and quantity purchased. They are shipped from our distributor in metro Atlanta. **For a product list, prices, shipping information, and to place orders, visit our web page: WorkplaceSpanish.com/prices.**

The key advantage of purchasing a learning kit is that the associate (or student) receives a high quality, coil-bound manual and professionally produced audio CD (and/or CD-ROM). The kit makes a very favorable impression and eliminates the need for local production of materials.

B. eBooks and Audio Downloads -- for Individuals & Groups of less than 50

ALL Workplace Spanish® learning programs can be **downloaded from our website as PDF eBooks. Matching audio files can also be downloaded** in MP3 format. The eBook and Audio material is EXACTLY THE SAME as the material in the learning kits. A 4-color front cover page is included with the eBook download.

Prices range from \$7.99 to \$9.99 for eBooks and from \$5.99 to \$7.99 for matching MP3 audio files. These prices are per user. A 10% discount will be given when purchasing 25 or more downloads,

If these materials are for training use, a download must be purchased for each associate or student. To ease the process when multiple copies are purchased, we will email a “print authorization” enabling you to download only once and then print the number of copies purchased from that one file.

Downloaded Audio MP3 files can be distributed to users for use on mobile devices and PCs. The files can also be burned to a CD. The key advantage of eBook or audio downloads is speed and economy. Shipping time is eliminated since you download, print and duplicate the materials yourself. For additional information, please visit: WorkplaceSpanish.com/downloads

Note: if a customer prefers, in lieu of downloading audio MP3 audio tracks, we can ship audio CDs at a cost of \$8 each (plus shipping – minimum order of 10 CDs).

C. **Licensing Workplace Spanish® Materials** – for Groups of 50 or more

Workplace Spanish® learning materials can be licensed for use by colleges, companies or government organizations of 50 or more users. This multi-user license is the most economical way to provide materials for larger groups, and simplifies the distribution of learning material to associates, as the licensed material can be stored on a server and reproduced or distributed as needed.

License fees are based on a number of variables including:

- Planned number of authorized users – OR – Enterprise wide use (need to know size)
- Which materials will be licensed: written, audio, Click It® or a combination
- How will the materials be used: used “as is” – OR – does the licensee plan to add their own content to the program? Is there a need to private label – OR customize the materials?
- Does the licensee plan to use the materials in an eLearning program or online for remote learning instruction?
- Note that licensees cannot translate licensed materials into other languages. However, we are able to offer this service if needed.

D. **Special Order Programs**

The program titles listed below are available as download eBooks and audio MP3 files.

If needed, “hard copy” materials can be purchased on a special order basis – minimum of 12 each. Prices will depend on actual quantity purchased.

Auto Sales & Service	Hotels & Hospitality	Human Resources
Code Enforcement	Pharmacists	Restaurants & Food Service
Homeowners	Real Estate	Utility - Cable - Telecom

E. **Customized or Hybrid Programs**

We can customize or create “hybrid” programs if needed (hybrid being a combination of topics from multiple programs). Through our translation agency relationships we are able to translate any of our programs to other languages. Fees will depend on the scope of work to be completed.

PLEASE CONTACT US FOR ADDITIONAL INFORMATION:

TEL: (770) 993-4075 // Info@WorkplaceSpanish.com