



## How to Place a Word of Life Online Order

We are pleased to inform you how to place your Word of Life order online!

1. Login to <https://store.augustineinstitute.org/>



2. When the Word of Life store opens, you will see your parish or school account name listed in the upper right corner.

3. Select “Parish”, “School”, or “Bilingual” Editions. Enter the quantity for every item you would like to order and click “Add Items To Cart.”

	Word Of Life: Grade 7 Combined Student Text, Parish/School Edition	\$39.95	<input type="text" value="1"/>
	Word Of Life: Grade 7 Catechist Manual, Parish Edition-(BOOK A)	\$64.95	<input type="text" value="0"/>
	Word Of Life: Grade 8 Combined Student Text, Parish/School Edition	\$39.95	<input type="text" value="1"/>
	Word Of Life: Grade 8 Catechist Manual, Parish Edition-(BOOK A)	\$64.95	<input type="text" value="1"/>

Add 3 Item(S) To Cart

4. Review your order in the cart



- If you need to remove a book, you can select the “remove” option.
- If you need to change the quantity, enter the correct quantity.
- Note, if you order grade 6, 7, and/or 8, Teacher & Catechist manuals, book B will automatically be added to the cart for free, as shown in example below.
- If you are ready to checkout, select “Proceed To Checkout.”

## Shopping Cart

4 Products, 4 Items

[Clear Cart](#)

Quick Add

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8 Word Of Life: Grade 8 Catechist Manual, Parish Edition-(BOOK A)  
\$64.95  
SKU: AI\_BK\_WOL\_40  
Quantity:   
Amount: \$64.95

[Edit](#) [Remove](#)

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8 Word Of Life: Grade 8 Combined Student Text, Parish/School Edition  
\$39.95  
SKU: AI\_BK\_WOL\_39  
Quantity:   
Amount: \$39.95

[Edit](#) [Remove](#)

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7 Word Of Life: Grade 7 Combined Student Text, Parish/School Edition  
\$39.95  
SKU: AI\_BK\_WOL\_34  
Quantity:   
Amount: \$39.95

[Edit](#) [Remove](#)

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The following item is free but it may generate shipping costs.

FREE Word Of Life: Grade 8 Catechist Manual, Parish Edition-(BOOK B)  
SKU: AI\_BK\_WOL\_42  
Quantity: 1  
Amount: \$0.00 ~~66.66~~

[Remove](#)

### Order Summary

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Subtotal 4 Items **\$144.85**

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Promo: BKB8P  
Ship to: K1C 6L5

Shipping **\$15.93**  
Handling **\$1.45**

**ESTIMATED TOTAL \$162.23**

The Total does not include tax or Canadian brokerage fees, where applicable.

[Proceed To Checkout](#)



## 5. Checkout

- a. Verify the **Shipping Address** is correct. You are able to Edit, Remove, or Add an address here.

# Checkout

1. Checkout Information / 2. Review

### Shipping Address

<p><input checked="" type="radio"/> Selected</p> <p><b>St Thomas The Doubter</b>          6160 S. Syracuse Way          Denver Colorado 80111          United States          (844) 367-6331</p> <p>Edit Remove</p>	<div style="border: 1px dashed gray; padding: 20px; width: 100px; margin: 0 auto;">             Add Address         </div>	<h4>Summary</h4> <hr/> <p><b>SUBTOTAL 4 ITEMS \$144.85</b>          Subtotal Does Not Include Shipping Or Tax</p> <hr/> <p>Promo: BKB8P</p> <table> <tr> <td>Shipping</td> <td style="text-align: right;">\$15.93</td> </tr> <tr> <td>Handling</td> <td style="text-align: right;">\$1.45</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$162.23</b></td> </tr> </table> <p><small>The Total does not include tax or Canadian brokerage fees, where applicable.</small></p>	Shipping	\$15.93	Handling	\$1.45	<b>TOTAL</b>	<b>\$162.23</b>
Shipping	\$15.93							
Handling	\$1.45							
<b>TOTAL</b>	<b>\$162.23</b>							

- b. Note the **Delivery Method** defaults on Curriculum Shipping. If you require expedited shipping, please contact Customer Service on 866-767-3155.

### Delivery Method

For Expedited Shipping, Please Contact Customer Service @ 866-767-3155

<input checked="" type="radio"/> Curriculum Shipping - US	\$17.38
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- c. **Payment** method defaults to “Invoice” when there is not a saved credit card on file.
  - If you would like to pay with a credit / debit card, select and enter the card information.
  - If you see a total under “Available Balance” this represents the sum of unpaid invoices to date.
  - If you choose to be Invoiced, it is understood you clicked the Terms and Conditions and agree to mail in your payment net 30 days.



- For your convenience, if your billing department prefers to have a Purchase Order Number, you may create and enter your own purchase order number.

## Payment

Payment Method

Credit / Debit Card  Invoice

Terms Available Balance  
Net 30 -\$723.31

I agree to pay with my current Invoice Terms & Conditions

Apply a Gift Certificate

Purchase Order Number

Enter Purchase Order Number (Optional)

Word of Life '25-'26

- d. **Billing Address:** If the Billing Address is the same as the shipping address, check the box. If it is different, add the billing address. Select “Continue.”

Billing Address

Same as shipping address

Selected

St Thomas The Doubter  
6160 S. Syracuse Way  
Denver Colorado 80111  
United States  
(844) 367-6331

Edit Remove

+  
Add Address

You will have an opportunity to review your order on the next step.

Continue



## 6. Review Your Order

- Enter the Word of Life Administrator Name
- Enter the Administrator Email
- Enter the year the purchase applies to: '25 – '26
- If you would like your shipment delayed, check “Delayed Shipping Requested” box.
- Select the date for “Do Not Ship Before”
- If you are unfamiliar with the Word of Life portal, we highly recommend that you check the box “Would you like to set up a call with your respective Curriculum Coach?”
- Check the box “I agree to the Terms & Conditions”

### Review Your Order

Online Portal Admin Name \*  
Renée Collins

Online Portal Admin Email \*  
renee.collins@augustineinstitute.org

School Year the purchase applies to: (ex: 24-25) \*  
'25-'26

Delayed Shipping Requested

Do Not Ship Before  
2025-08-01

Would you like to set up a call with your respective Curriculum Coach?

I agree to the Terms & Conditions

**Summary**

**SUBTOTAL 4 ITEMS \$144.85**  
Subtotal Does Not Include Shipping Or Tax

Promo: BKB8P  
Shipping \$15.93  
Handling \$1.45  
**TOTAL \$162.23**

The Total does not include tax or Canadian brokerage fees, where applicable.

- Verify the Ship To, Delivery, and Order is correct



Ship To St Thomas The Doubter

**St Thomas The Doubter**  
6160 S. Syracuse Way  
Denver Colorado 80111  
United States  
(844) 367-6331

Edit

Delivery Method  
\$17.38 - Curricult

**Items to Ship (4)**

**FREE** Word Of Life: Grade 8 Catechist Manual, Parish Edition-(BOOK B)  
SKU: AI\_BK\_WOL\_42  
Unit price:\$0.00  
Quantity: 1  
Amount:\$0.00

Word Of Life: Grade 8 Catechist Manual, Parish Edition-(BOOK A)  
\$64.95  
SKU: AI\_BK\_WOL\_40  
Unit price:\$64.95  
Quantity: 1

- i. Verify the billing address and payment type is correct. Check the box “I agree to the Terms & Conditions.” Click “Place Order!”

**Billing Address**

St Thomas The Doubter  
6160 S. Syracuse Way  
Denver Colorado 80111  
United States  
(844) 367-6331

Back to edit billing information

**Payment Type**

Invoice: Terms Net 30

I agree to the Terms & Conditions

Back Place Order

7. The order confirmation is displayed with your order number and emailed to you.



Thank you for shopping with us!

Your order number is **#0544104**.



We received your order, and will be approving within one to two business days.

You will receive an email with this confirmation in a few minutes.

Continue Shopping

Download PDF

## Summary

**SUBTOTAL 4 ITEMS \$144.85**

Subtotal Does Not Include Shipping  
Or Tax

Promo:BKB8P

Shipping \$15.93

Handling \$1.45

**TOTAL \$162.23**

The Total does not include tax or  
Canadian brokerage fees, where  
applicable.



Your order 928-0544104 has been received



customer.service@augustineinstitute.org



To: Renee Collins

Tue 4/22/2025 12:13 PM

### Order Received

Order number 928-0544104

Thank you for submitting your online order. Orders are typically processed within 1-2 business days. Once your order is fully processed, we will email you an order acknowledgment. After processing, your order is estimated to ship within 1-3 business days.

**TAX EXEMPT CUSTOMERS:** If we have you in our system as being tax exempt for the location to which the order is shipping, the tax reflected below on this Preliminary Order will be removed from the order when it is processed.

If we have any questions while processing your order, we will contact you. You may reach out to us at [customer.service@augustineinstitute.org](mailto:customer.service@augustineinstitute.org) with any questions.

### Order Summary

AI_BK_WOL_40 Word of Life: Grade 8 Catechist Manual, Parish Edition-(BOOK A)	
Quantity: 1	<b>\$64.95</b>
1 each: \$64.95	
AI_BK_WOL_39 Word of Life: Grade 8 Combined Student Text, Parish/School Edition	
Quantity: 1	<b>\$39.95</b>
1 each: \$39.95	
AI_BK_WOL_34 Word of Life: Grade 7 Combined Student Text, Parish/School Edition	
Quantity: 1	<b>\$39.95</b>
1 each: \$39.95	
AI_BK_WOL_42 Word of Life: Grade 8 Catechist Manual, Parish Edition-(BOOK B)	
Quantity: 1	<b>\$0.00</b>
1 each: \$0.00	
Coupon code applied: \$0.00	

Subtotal	\$144.85
Discount	\$0.00
Shipping	\$15.93
Handling	\$1.45
Tax	\$0.00
Tax2	
<b>TOTAL</b>	<b>\$162.23</b>

### Shipping

#### Address

St Thomas the Doubter  
6160 S. Syracuse Way  
Denver CO 80111

#### Method

Curriculum Shipping - US

#### Bill to

St Thomas the Doubter  
6160 S. Syracuse Way  
Denver CO 80111

If you are a registered customer, you can [log in](#) to see your order status

If you have questions about the order or would like to speak with Customer Service, they can be reached at 866-767-3155, email: [customer.service@augustineinstitute.org](mailto:customer.service@augustineinstitute.org).

4.23.2025 rc