



How to Order Books

Novels (fiction)	Binding	Retail Price	Discount Price
<i>The Small Adventure of Popeye and Elvis</i>	hardcover	16.99	10.19
<i>Greetings from Nowhere</i>	hardcover	16.00	9.60
<i>How to Steal a Dog</i>	hardcover	16.00	9.60
<i>How to Steal a Dog</i>	paperback	6.99	4.19
<i>Fame and Glory in Freedom, Georgia</i>	hardcover	16.00	9.60
<i>Fame and Glory in Freedom, Georgia</i>	paperback	6.95	4.17
<i>Me and Rupert Goody</i>	paperback	4.95	2.97
<i>Beethoven in Paradise</i>	paperback	7.95	4.17
Nonfiction	Binding	Retail Price	Discount Price
<i>Leonardo da Vinci: Renaissance Genius</i>	hardcover	31.93	17.88

Discount for **fiction** is 40%. Discount for **nonfiction** is 44%.

Step-by-step Ordering Process

Step 1 Plan early! You should allow a total of 6 weeks.

Step 2 Send home order forms with students.

Step 3 Determine how much you will charge for each book and fill in the price on the order form.

Charge the full retail price if you plan to profit from book sales OR

Charge discounted price if you plan to pass the discount on to the students.

Step 4 Make copies of the order form and send home with students at least five or six weeks before Barbara's visit. Please be aware, however, that children often want to purchase books after they have seen Barbara's presentation. For this reason, you should consider ordering extra books. Any books not sold may be returned.

Step 5 Using the instructions below, order books at least 3 weeks ahead.



Book Ordering Information For Schools, Libraries, Conferences, And Other Nonprofits Hosting An Author Appearance

If you are planning to have an author autographing, books can be ordered from a local bookstore or wholesaler, or books can be ordered direct from Farrar, Straus & Giroux.

TO ORDER BOOKS FROM FARRAR, STRAUS & GIROUX

Books -- hardcover and paperback -- are available at a discount. This discount can be used by the organization to defray costs, for profit, or can be passed along to customers. There is one available discount: 40% off the cover price per book, with the option of returning unsold copies after the event. If you need information regarding titles and prices and/or would like to place an order, write:

Dustin Ross
Special Sales Department
c/o Macmillan Sales Division
175 Fifth Avenue, Suite 500
New York, NY 10010
dustin.ross@macmillan.com
Phone: 646-307-5370
Fax: 212-598-9173

When you order, please provide the following information: author, date of appearance, quantities and titles of books, billing and shipping addresses, and the name and telephone number of the contact person at your organization.

SHIPPING

You are responsible for all shipping costs. Books are sent via UPS unless otherwise specified.

PAYMENT

Payment must be remitted within 30 days after the shipping date, by check only. We no longer accept credit cards for book orders. You will receive an invoice at the time of shipment. You will not receive a revised invoice. To calculate the amount due, simply subtract the cost of the books you did not sell from the total.

Send payment to:

Checks to MPS
P.O. Box 930668
Atlanta, GA 31193-0668

RETURNS

If you have selected returnable terms, unsold books should be sent to:

Farrar, Straus & Giroux
MPS Returns Center
14301 Litchfield Drive
Orange, VA 22960

Enclose a copy of your invoice in the return package(s).

Autographed books cannot be returned.

Terms and prices are subject to change without notice



Lerner Publishing Book Ordering Information

To order biography

1. Plan early! Allow 3 weeks for shipping. Less time may be available but not guaranteed.
2. Call the publisher, Lerner Publications at 800.328.4929 (Mon-Fri, 8:00 a.m to 5:00 p.m. central time)

If you don't have an account with Lerner, you will be assigned an account number.

Note: orders can also be faxed to 800.332.1132.

3. Provide the following information:

Author
Date of appearance
Quantity
Title of book
Billing and shipping addresses
Name and phone number of contact person at your organization.

4. Discount

Be sure to ask for an author-visit discount (44%).

5. Shipping Costs

Shipping is calculated at 7% of the subtotal of your order. The minimum shipping charge is \$5.00. (Please confirm this with publisher when placing order.)

6. Payment

Payment must be remitted within 30 days after shipping date. You will receive an invoice at the time of shipment.

If you return any books, simply subtract the cost of the books you did not sell from the total.

7. Checking order status

You can check the status of your order by calling the 800 number above or by e-mailing: custserve@lernerbooks.com.

8. Returns

Unsold books are returnable to the publisher. Enclose a copy of your invoice in the return package and send to:

Lerner Publishing Group
1251 Washington North
Minneapolis, MN 55401-1036



Book Order Form

Dear Parent:

Children's author, Barbara O'Connor, will be visiting our school the week of _____.

If you would like to purchase a signed copy of one of Ms. O'Connor's books as a remembrance of her visit, please complete the order form below.

Order due date: _____

Please make checks payable to: _____

Student's Name: _____

Teacher/Grade: _____

Total number of books ordered: _____

Total amount enclosed: _____

Book(s) should be autographed to: _____

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