

BOOK ORDERING PROCEDURE FOR AUTHOR/ILLUSTRATOR APPEARANCES

All book orders should be placed through the Customer Service department at:

1-800-733-3000

When placing a book order, please have the following information:

- 1) complete shipping and billing address
- 2) contact name and number of someone who can be reached during the day
- 3) actual date of author appearance
- 4) titles, quantities, ISBN numbers
- 5) if your school uses purchase order numbers, that number must be on the order

Terms of sale for author appearances:

- Purchases:*
- 1) 40% discount on all titles ordered
 - 2) free freight
 - 3) invoices are payable net 30 days
 - 4) Random House Children's Books Customer Service department must have purchase order at least **6 WEEKS IN ADVANCE** of the author appearance

- Returns:*
- 1) option to return unsold books
 - 2) return freight is the responsibility of the school
 - 3) all returns must be sent to the warehouse at:
2002 Bethel Road
Finksburg, MD 21048
Attn: Returns Dept.
 - 4) if returning books, do not pay full invoice amount:
 - a) multiply return by the "unit price"
 - b) deduct this amount from the net invoice amount
 - c) pay balance only

Please make sure that you order enough books for the appearance!