

ORDER AND SALES INFORMATION

TO REACH US

Square One Publishers, Inc.
115 Herricks Road
Garden City Park, NY 11040
By Phone: 516.535.2010
Toll Free: 877.900.BOOK (2665)
By Fax: 516.535.2014
Business hours: 8am–6pm EST,
Monday–Friday
E-mail: sq1info@aol.com

NEW ACCOUNTS

To establish an account, contact our Business Office for a credit application and a retailer's order form. When filling out the application, make sure to include three trade references and the name of your bank. To ensure speedy delivery and establish credit, include payment with your first order. Payment may be made using Visa, MasterCard, American Express, Discover, or a company check.

TRADE DISCOUNT SCHEDULE FOR BOOKSTORES

1	(see STOP Orders)	30%
2–24	assorted titles	40%
25–49	assorted titles	42%
50–99	assorted titles	44%
100 +	assorted titles	46%

Books ordered on a "non-returnable" basis may qualify for greater discounts. Please call our Business Office for a price quote.

PROFESSIONAL/TEXTBOOK DISCOUNT FOR BOOKSTORES

Books ordered in any quantity receive a 20% discount.

STOP ORDERS

Single Title Order Plan (STOP) requests receive a 30% discount. Please add \$5.00 to cover postage and handling. All STOP orders must include payment.

PRICING

All orders are subject to acceptance and availability and are FOB publisher's shipping point. Orders will be filled at prices and on terms in effect on the date of shipment.

TERMS

Net 30 Days except for first orders (see New Accounts). FOB Garden City Park, NY.

CUSTOMER SERVICE

For any questions regarding your account or a specific order, contact our Business Office. When calling, please have your account number, invoice number, and invoice date handy.

CLAIMS

Any apparent damage or shortage of cartons should be noted on the carrier's waybill and reported to our Business Office immediately upon receipt of shipment. If you receive the wrong book, or cartons with concealed damage to the contents, please advise our Business Office. All claims for shortages and/or damaged items must be made within 30 days of receipt of order or they will not be honored.

RETURN POLICY

Square One offers a 100% return allowance when the return is made within 12 months of the date of purchase. In order to facilitate returns and insure proper credit to your account, please follow our guidelines and process your return as detailed below.

Guidelines for All Returns

Credit shall not be given to customers for Square One Publishers' merchandise that is more than 90 days out of print, purchased through distributors, or purchased on the basis of a non-return discount schedule. No returns can be made before 90 days or after one year from invoice date. Payment in full for the books must have been received. All products are returned at the account's risk and expense. Upon examination of your return, we will send you our credit memo. Any deductions against outstanding invoices taken prior to receipt of this memo will be refused. Stripped cover returns are unacceptable. The returned product must be in saleable condition, free of markings, labels, and security tags. Shopworn books or titles damaged due to improper packing shall not be credited, nor shall any non-Square One distributed products. Square One reserves the right to return any unacceptable merchandise at the sender's expense. Should the sender not wish to accept the return or fail to respond to Square One's inquiry within 30 days, Square One then reserves the right to destroy said merchandise without credit to the customer's account.

Steps for Authorized Returns

Permission to make returns must be obtained in advance from Square One Publishers. We will send our return authorization including a label(s) with a return number. Shipments without a Square One return label will not be accepted. Multiple carton returns must be clearly numbered and labeled (1 of 2, 2 of 3, etc.). A packing list stating date of purchase, original invoice number, quantities, titles, original discount, net price, and ISBN numbers must accompany all returns.

CONSUMER ORDERS

Individuals who are unable to obtain Square One books locally may order them at list price by contacting the company directly. Full payment must accompany the order. For domestic single-book orders, please add \$5.99 for shipping and handling. For multiple-book orders, add \$2.00 for each additional item. NY State residents include 8.75% sales tax. For orders outside the United States, please contact your region's closest distributor (see page 79 for listing).

SUBSIDIARY RIGHTS AND PERMISSIONS

All requests for information regarding foreign rights, book club rights, and other subsidiary rights or permissions should be addressed to our Rights and Permissions Department.

MAIL ORDER CATALOGS, PREMIUMS, AND SPECIAL SALES

Please contact our Sales Department for information regarding discounts for corporations, organizations, non-book retailers, and wholesalers, and for information regarding mail order catalogs, premiums, and fundraisers. Quotations are also available for the customized printing of books.

GENERAL

Square One Publishers, Inc. reserves the right to change any portion of these terms and conditions without prior notice.

Order Form

SQUARE ONE PUBLISHERS, INC.

115 Herricks Road, Garden City Park, NY 11040

Phone: **516.535.2010**

Fax: **516.535.2014**

Website: **www.squareonepublishers.com**

Date of Order: _____

Call us today toll-free at:
877.900.BOOK (2665)

ISBN NUMBER	BOOK TITLE	QUANTITY	PRICE EACH	TOTAL PRICE
978-0-7570-XXXX-X				

Account Name: _____
 Buyer/Contact: _____
 Phone: _____ PO No: _____
 E-Mail: _____
 Bill to: _____ Ship to: _____

SUBTOTAL:	
WITHIN USA: Add \$5.99 for single book: Add \$2.00 per additional book: OUTSIDE USA: Contact your regional distributor (see list below).	
NYS Residents —add 8.75%:	
TOTAL AMOUNT DUE:	

BILLING INFORMATION Bill my account Payment enclosed
 Discover Amex Master Card VISA

Acct. No: _____ - _____ - _____ - _____ Expires: _____
 Signature: _____

THANK YOU FOR YOUR ORDER
*If you have any further questions
 just call us at **516.535.2010***

CANCEL ANY BACKORDERS YES NO
SHIP ALL BACKORDERS WHEN AVAILABLE YES NO

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*Select Titles Only

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