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## Random House Children's Books Author & Illustrator Appearances Kit

### 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, include this number on the order

### Terms of Sale for Author Appearances

#### Purchases

- 1) **40% discount** on all titles ordered (pass this savings on to students or charge a little more to fundraise and/or pay for the author visit!)
- 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:  
1019 North State Road 47 Crawfordsville, Indiana 47933  
Attn: Random House Inc. Returns Center
- 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!**

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