

WHOLESALE DISCOUNT POLICY

HOW TO PLACE YOUR ORDER: Please place your order by phone, mail, or fax. If your account shows a delinquent balance (90 days or more past due), we require that balance to be paid before any new orders will be shipped. *PRE-PAYMENT* may be required if you do not have an open account.

HOW TO OPEN AN ACCOUNT: Mail or fax your first purchase order with three credit references to the attention of **Jennifer Johnson**. If approval is granted your order will be processed immediately. If credit references are not supplied *Prepayment* by check or credit card must accompany every order.

DISCOUNTS FOR BOOKSTORES

1 to 4 copies	33%	With Prepayment By Check	
5 to 49 copies	40%	1 to 49 copies	40%
50 to 499 copies	45%	50 to 499	45%
500 or more copies	50%	500 or more copies	50%

TERMS: Net 30 days.

PRE-PAYMENT: If a check accompanies your order, Craftsman pays for *4th Class* shipping (takes about 2 weeks for delivery)

SHIPMENT OF YOUR ORDER: We use UPS for most wholesale orders. Shipments are F.O.B. Carlsbad, California, except that Craftsman pays one-half of the freight cost on bulk shipments of 500 books or more sent to a single address.

RETURNS: All books are returnable at any time for full credit exclusive of postage, if packed to avoid damage in shipping. A credit may be applied to any open invoice on your account. The amount of your credit may require an adjustment if your original order was based on a quantity discount. Covers of yearly cost books are strippable for exchange of updated editions.