

## How to Order Books for Author Visits

Dear Educator:

At Scholastic, there are **three (3)** ways to order books for your school or library event.

### **1. YOUR LOCAL BOOKSELLER**

If you already work directly with a local, independent bookseller please reach out to him or her right away and let them know that you are planning a nearby event.

Your bookseller will need the following:

- Event Date
- Delivery & Location Address
- ISBN(s) for the book(s)
- Quantity you need per ISBN

### **2. SCHOLASTIC BOOK FAIRS**

If your school visit is taking place in conjunction with a Scholastic Book Fair, please alert your Fairs Contact immediately to let him or her know that you have an upcoming author appearance.

Give the Fairs Contact 3-4 weeks advance notice to prepare and deliver the books.

Your Fairs Contact will need the following:

- Event Date
- Delivery & Location Address
- ISBN(s) for the book(s)
- Quantity you need per ISBN

### **3. SCHOLASTIC CUSTOMER SERVICE**

To pre-order books at a 40% discounted rate please contact Scholastic Customer Service in Jefferson City, Missouri.

**VIA PHONE** 1- 855-816-7300

**OR VIA EMAIL**

[retailauthororders@scholastic.com](mailto:retailauthororders@scholastic.com)

Customer Service will need the following:

- Event Date
- Delivery & Location Address
- ISBN(s) for the book(s)
- Quantity you need per ISBN

Customer Service generally requires 2 - 3 weeks for delivery.

- If your school or library already has a Scholastic account, Customer Service will invoice you.
- Otherwise, you must pre-pay for the books with a credit card.
- If you don't want to pay via credit card you can submit paperwork to set up a Reseller Account.

### **RETURNS**

We will accept returns on any unsold books, and credit your account. Send returns to:

SCHOLASTIC INC.

Attn: Book Returns

3030 Robinson Road

Jefferson City, MO 65111

Please enclose:

1. A copy of your invoice
2. A letter explaining how many copies of each title you sold, and how many of each you are returning and a calculation of the balance owed.
3. A check for the total cost of books you sold (if you have not pre-paid for your books), taking into account your 40% discount.
4. You are responsible for all postage or freight costs on return shipments.