

SILVER BURDETT PRESS

PO BOX 2649, COLUMBUS, OHIO 43216-2649

RETAIL TERMS AND POLICY INFORMATION

(Effective March 1, 1995)

DISCOUNT SCHEDULE

<u>Order Quantity</u>	<u>Returnable</u>	<u>Non-Returnable</u>
1-9	20%	25%
10-24	42%	45%
25-49	43%	48%
50-99	45%	50%
100-199	46%	51%
200-299	47%	52%
300-399	48%	53%
400+	50%	55%

LIBRARY-STYLE BINDING

(Returnable Discount Only)

1-4	25%
5+	30%

FREIGHT TERMS: All shipments are F.O.B. factory or Indianapolis, IN. Shipping charges will be prepaid and added to invoice. *Free Freight will be given on all backorders.*

BILLING TERMS: Net 30 days upon receipt of invoice.

PRICES AND DISCOUNTS:

- Prices indicated are list prices and are effective October 1, 1994. Shipping and handling charges are not included in these prices. Shipping costs will be prepaid and added to the invoice. Prices and discounts are subject to change without notice. Resellers are free to establish resale prices for any item.
- Discounts will be determined by total number of books ordered per billing address. Multiple drop-ship locations combine for total discount per purchase order number.

OTHER INFORMATION:

- FOR ALL CUSTOMER INQUIRIES,**
PLEASE CALL 1-800-848-9500 or FAX 1-800-624-4843.
- Claims for errors in invoicing, shortages, overages, non-receipt, and/or freight charges must be made within 90 days of invoice date, otherwise claim will be denied. Items received should be checked immediately against the enclosed packing slip.
- RETURNS:** Customer **MUST CALL** 1-800-848-9500 (Customer Service in Columbus, OH) for return

authorization and instructions. Your request for authorization to return should include: Invoice Number, titles to be returned, ISBN, and quantity. All returns must be shipped prepaid. To ensure proper credit to your account, please do not return any materials until authorization from Silver Burdett Press has been received. No returns will be authorized prior to 90 days from invoice date.

- All book and cassette packages, CD-ROM's, and videodiscs purchased from Silver Burdett Press are sold on a 30 day approval basis. Returns for undamaged CD's or videodiscs must be **made within 30 days.**
- FREE MATERIALS:** If your order qualifies for any free materials offered in our catalog, **BE SURE** to include your request for these free materials on your purchase order. They are not sent automatically so please be sure to ask for them.
- Silver Burdett Press ISBN prefix's are: 0-382; 0-671; 0-02; 0-87518; and 0-89686.
- PAYMENT:** For payment **ONLY**, return duplicate invoice or statement stub with remittance to:

Silver Burdett Press, Inc.
c/o Simon and Schuster
P.O. Box 70935
Chicago, IL 60673-0935