



Copley Custom Textbook Order Procedure

1. Copley will send you a bookstore adoption letter that lets you know that an author/editor has contracted the publishing of a custom textbook. The expected order quantity stated in the letter is especially important as the print run and the price of the book are dependent on the anticipated sales of the book. You will be asked if the stated order quantity differs from your expectations noting that the returns policy specifies allowable returns of 10% of the order quantity within one year of the date of invoice. We suggest a minimum order quantity of 200 copies over two years.
2. A purchase order is required before printing can begin.
3. Copley acknowledges receipt of your purchase order with the following information on the custom textbook. Books are shipped directly from the printer:

Title:
Author/Editor:
ISBN:
Expected ship date:
Price of book: \$

4. Each Copley textbook is assigned an ISBN and that ISBN bar code will be printed on each copy. If you use a point-of-sale system and wish to use your own bar code, send us your bar codes via email attachment or as hard copy through the mail and we will print them on the book covers.
5. You will be billed by ProQuest Company for the quantity shipped, list price less 20% plus shipping charges if applicable. Terms for payment are net 30 from the date of invoice. A packing slip with pricing information accompanies each shipment, and invoices are usually generated within 7 business days from the ship date.
6. Send your payment to the address on the invoice.