

ORDERING INFORMATION

WHEN PLACING ORDERS FOR MASON CREST PRODUCTS:

When placing orders, please be sure to include the following information:

- Complete billing address, including zip code.
- Complete shipping address, including zip code (if different from billing).
- Purchase order required for all educational institutions.
- Authorized signature needs to be included on the purchase order.
- Your e-mail address.

To place orders, or for further information, you may call toll-free (866) MCP-BOOK or fax your order to (610) 543-3878

Federal Identification # 23-3085907

PRICING & PAYMENT TERMS FOR ALL CUSTOMERS:

All prices, specifications, and publication dates are subject to change without notice.

All prices comply with the regulations of the Federal Price Commission.

All books may be purchased under federally funded programs.

Prices shown are effective September 1, 2010.

Please add 10% shipping and handling. All shipping is via UPS except for Alaska, Hawaii, and International. Larger orders will be sent Freight.

Minimum billing order: \$25.00 (U.S.)

Resellers are free to set prices as they wish.

Payment is due in 30 days from invoice date. Include a copy of the payment/invoice with your payment to ensure proper credit of your account.

LIBRARY/SCHOOL DISTRIBUTORS & WHOLESALEERS:

We welcome new distributors and wholesalers to the Mason Crest sales team. To arrange to set up an account, please contact us at (866) MCP-BOOK, extension 107 or sales@masoncrest.com.

SCHOOLS AND LIBRARIES:

To place a direct order with Mason Crest or for additional information on our books, please contact us at (866) MCP-BOOK, Extension 113.

CUSTOMER SERVICE:

Please call toll-free (866) MCP-BOOK, extension 113, for all questions relating to your order and processing.

BINDING:

All books listed in this catalog are library-bound, laminated hardcover editions bound according to current library specifications.

LIBRARY PROCESSING:

Complete library processing is available for all orders. Please consult the enclosed two-page library processing form for specifications and complete pricing. If needed, a completed processing form must be attached to our order and the appropriate processing charges added to the order. For all questions regarding library processing, please contact our Customer Service Department at extension 113.

RETURNS:

Please do not return any product before contacting our Customer Service Department at extension 113. You will need to receive authorization before you can return the books. All products must be in salable condition. Any returns that do not have prior authorization will not be accepted for credit.

WAREHOUSE INFORMATION:

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ORDERS FROM CANADA:

Please contact us:

Tel: (610) 543-6200

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Email: sales@masconcrest.com

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For international distribution, representation or to place an order, contact us at (610) 543-6200, Extension 106

