



How to Order Books

Discount for **fiction** is 40%.

Step-by-step Ordering Process

Step 1 Plan early! You should allow a total of 6 weeks.

Step 2 Send home order forms with students.

Step 3 Determine how much you will charge for each book and fill in the price on the order form.

Charge the full retail price if you plan to profit from book sales OR

Charge discounted price if you plan to pass the discount on to the students.

Step 4 Make copies of the order form and send home with students at least five or six weeks before Barbara's visit. Please be aware, however, that children often want to purchase books after they have seen Barbara's presentation. For this reason, you should consider ordering extra books. Any books not sold may be returned.

Step 5 Using the instructions below, order books at least 3 weeks ahead.



Book Ordering Information For Schools, Libraries, Conferences, and Other Nonprofits Hosting an Author Appearance

If you are planning to have an author autographing, books can be ordered from a local bookstore or wholesaler, or books can be ordered direct from Farrar, Straus & Giroux.

TO ORDER BOOKS FROM FARRAR, STRAUS & GIROUX

Books -- hardcover and paperback -- are available at a discount. This discount can be used by the organization to defray costs, for profit, or can be passed along to customers. There is one available discount: 40% off the cover price per book, with the option of returning unsold copies after the event. If you need information regarding titles and prices and/or would like to place an order, write:

Amanda Rountree
Special Markets
c/o Macmillan Sales Division
175 Fifth Avenue, Suite 500
New York, NY 10010
amanda.rountree@macmillan.com
Phone: 646-307-5848
Fax: 212-598-9173

When you order, please provide the following information: author, date of appearance, quantities and titles of books, billing and shipping addresses, and the name and telephone number of the contact person at your organization.

SHIPPING

You are responsible for all shipping costs. Books are sent via UPS unless otherwise specified.

PAYMENT

Payment must be remitted within 30 days after the shipping date, by check only. We no longer accept credit cards for book orders. You will receive an invoice at the time of shipment. You will not receive a revised invoice. To calculate the amount due, simply subtract the cost of the books you did not sell from the total.

Send payment to:

Checks to MPS
P.O. Box 930668
Atlanta, GA 31193-0668

RETURNS

If you have selected returnable terms, unsold books should be sent to:

Farrar, Straus & Giroux
MPS Returns Center
14301 Litchfield Drive
Orange, VA 22960

Enclose a copy of your invoice in the return package(s).

Autographed books cannot be returned.

Terms and prices are subject to change without notice



Book Order Form

Dear Parent:

Children's author, Barbara O'Connor, will be visiting our school the week of _____.

If you would like to purchase a signed copy of one of Ms. O'Connor's books as a remembrance of her visit, please complete the order form below.

Order due date: _____

Please make checks payable to: _____

Student's Name: _____

Teacher/Grade: _____

Total number of books ordered: _____

Total amount enclosed: _____

Book(s) should be autographed to: _____

Novels	Binding	Price	Quantity	Total
<i>Wish</i>	hardcover			
<i>On the Road to Mr. Mineo's</i>	hardcover			
<i>On the Road to Mr. Mineo's</i>	paperback			
<i>The Fantastic Secret of Owen Jester</i>	hardcover			
<i>The Fantastic Secret of Owen Jester</i>	paperback			
<i>The Small Adventure of Popeye and Elvis</i>	paperback			
<i>Greetings from Nowhere</i>	hardcover			
<i>Greetings from Nowhere</i>	paperback			
<i>How to Steal a Dog</i>	paperback			
<i>Fame and Glory in Freedom, Georgia</i>	paperback			
<i>Beethoven in Paradise</i>	paperback			