

**To Order:**

Use the handy order form on the opposite page, contact your representative, order from your favorite wholesaler or distributor, call toll-free 1-800-CAREER-1 (1-800-227-3371) (in NJ call 201-848-0310) for your personal telemarketing representative, or FAX your order: 201-848-1727.

**Career Press and New Page Books titles may be combined for discount.**

**Pricing and Billing**

Prices for all titles in this catalog are FOB Franklin Lakes, NJ. We will ship any orders in the United States on open account to the book trade, schools, libraries, corporations, or associations. All consumer-direct and overseas (non-U.S.) orders must be prepaid and are purchased on a non-returnable basis. Prepayment can be made by check, money order, MasterCard, Visa, or American Express.

**Postage and Handling Charges**

We prefer all single title shipments to be sent via priority mail. Cost depends on the weight of the book and will be given upon receipt of your order. If you wish for your book to be sent via mail, please note that the books are shipped 4th class which can mean up to 2 weeks for delivery, and the charges will run \$2.50 per order plus postage of \$.75 per book.

Overseas orders: Please add 10% of total book purchase to the shipping charges above to cover additional postage/shipping costs to your country.

We prefer to send shipments via UPS in order to provide tracing, but we will ship 4th class book rate or library rate at your request (see order form). If such non-traceable shipping is used, you assume all risk for loss or damage of order.

Prepaid orders should add appropriate shipping charges to their payment; these charges will be added to non-bookstore orders that are billed.

**Examination Copies For Text Consideration**

Examination copies of all titles published by Career Press are available to school or college teachers considering them for classroom use (as required or supplemental texts). Please mail or fax your request for specific titles on your institution's stationery. Limit: 1 copy per title/3 titles per request.

**Corporate/Association and Other Discounts**

Corporations, associations, or schools wishing to purchase large quantities of single or multiple titles for use as premiums, employee giveaways, in special promotions, circulation builders, etc., should contact **Laurie Kelly-Pye** at 201-848-0310 ext. 530 to discuss your needs and obtain a quote.

**Returns Policy****For Books Ordered on a Non-returnable Basis**

Returns accepted only for books received in error, or in damaged condition.

**For Books Ordered on a Returnable Basis**

100% returns are allowed on all books under the following conditions:

- No cash refunds, credit only. Credits are valid within one year of date of issue.
- You do not need permission to ship returns.
- Books may not be returned before 90 days from invoice date unless damaged.
- Returns of resalable books honored as long as books are in print.
- Returns without invoice information will be credited at highest wholesaler discount.
- No title will be accepted for return beyond six months of being declared out-of-print or superseded by a new edition.
- Books returned that are nonresalable, out-of-print, purchased on a nonreturnable basis, or overstocks will be marked by publisher to identify them and shipped back to accounts. Marked books received a second time will be destroyed by publisher, credit will be denied again, and a \$.10 per book restocking cost will be charged to accounts.

**Credits & Payments**

Credits will be applied to future purchases. Refund requests involving credits more than a year old may incur a research fee (\$100 minimum). If an account is 60 or more days past due, it may be turned over to a collection agency. If so, a collection charge and interest will be invoiced.

**Miscellaneous**

Dates, prices, titles, and manufacturing specifications of all books included in this catalog, as well as shipping and handling charges, are subject to change without notice. The listing of a price for any title in this catalog is not intended to control the resale price thereof.



NewPageBooks.com



CareerPress.com

# NEW PAGE BOOKS ORDER FORM

Date: \_\_\_\_\_ P.O. #: \_\_\_\_\_

**SHIP TO:**

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**BILL TO:** (if different)

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Sales Rep/Discount \_\_\_\_\_

To Order,  
Call Toll-Free  
1-800-CAREER-1  
(1-800-227-3371)

Or Fax Your Order  
201-848-1727

---

---

---

---

---

---

---

---

---

---