



Phoenix Book Company

Library Books and Related Materials, eReaders,
Periodicals, and Database Subscriptions – Direct Order

15B-PHXBC-0518

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

(928) 753-6945 KINGMAN

WWW.MESC.ORG

REV 03/19/15 MSC

General Information

- Member may obtain Mohave contract prices by contacting Phoenix Book Company:
 - Phone
 - 480-967-2621(warehouse)
 - 602-741-7624 (Cori Ashley, Inside Sales)
 - 602-740-5637 (Jade Corn, Outside Sales)
 - 877-375-6869 (Toll Free)
 - 480-967-2623 (fax)
 - Request quote online:
<http://www.phoenixbookcompany.com/QuoteRequest.html>
 - (see screen shots at end of this guide)
 - Email
 - cori@phoenixbookcompany.com
 - info@phoenixbookcompany.com
 - Visit warehouse: 3418 S 48th St #305 Phoenix, AZ 85040

General Information (continued)

- Include MESC Contract # 15B-PHXBC-0518 on the purchase order.
- Orders may be mailed, faxed, emailed, or hand delivered to Phoenix Book Company.
- Orders will be shipped to the specified location. Member may also pick up order at Phoenix Book Company.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with:
 - Cori Ashley 602-741-7624 cori@phoenixbookcompany.com
 - Jade Corn 602-740-5637 jade@phoenixbookcompany.com
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Phoenix Book Company will remit admin fees to Mohave.

Ordering Overview (Direct Order)

(if applicable)

- Member creates purchase order for products and/or services.
- Member includes MESC Contract # 15B-PHXBC-0518 on the purchase order.
- Purchase orders may be mailed, faxed, or emailed directly to vendor.
- Orders will be shipped to the specified location. Member may also pick up order at Phoenix Book Company.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with:
 - Cori Ashley 602-741-7624 cori@phoenixbookcompany.com
 - Jade Corn 602-740-5637 jade@phoenixbookcompany.com
- Member may use Pcards for final payment.
- Mohave's 1% admin fee is included in contract prices.
- Phoenix Book Company will remit admin fees to Mohave.

Ordering Overview (In-Store Purchases)

(if applicable)

- Member goes to Phoenix Book Company.
- Member shops for products.
- Member obtains contract prices for items.
- Member prepares a purchase order for Phoenix Book Company.
- If member has a Mohave Reviewed Blanket Purchase Order on file with Phoenix Book Company, member uses purchase order number when placing order from Phoenix Book Company.
- Phoenix Book Company processes the member order.
- Phoenix Book Company provides invoice, with contract pricing, for the member.
- Member pays Phoenix Book Company
- Phoenix Book Company will remit admin fees to Mohave.

On-Line Quote Service

- To create an on-line quote, member logs in to Phoenix Book Company website.
<http://www.phoenixbookcompany.com/QuoteRequest.html>
 - (see screen shots at end of this guide)
- Phoenix Book Company processes the member order.
- Member receives and verifies the order.
- Phoenix Book Company invoices the member.
- Member pays Phoenix Book Company
- Phoenix Book Company will remit admin fees to Mohave.

In-Store Purchase Locations

Member may visit Phoenix Book Company's warehouse location.

Hours of operation are Monday – Friday, 10am – 6pm and weekends by appointment.

3418 S 48th St #305
Phoenix, AZ 85040
480-967-2621 (warehouse)

Blanket Purchase Orders

- Members may use blanket purchase orders under the contract.
- Each blanket purchase order should specify...
 - The period it can be used
 - The product or products to be purchased
 - Any excluded products or services
 - The maximum amount available to be spent
 - The authorized user or users
- Members must monitor blanket purchase order expenditures to avoid exceeding the maximum purchase amount.

Questions

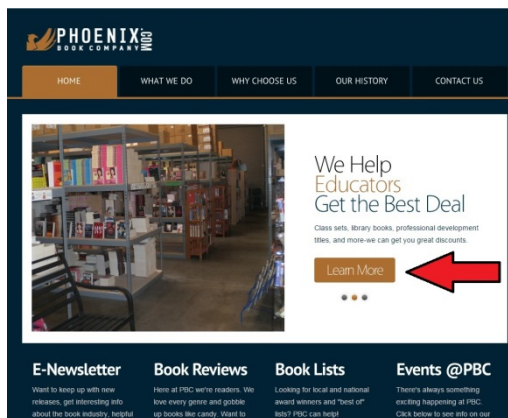
- For Mohave questions, contact Mike Nentwig at mike@mesc.org or (928) 718-3203
- For Phoenix Book Company questions, contact Cori Ashley at cori@phoenixbookcompany.com or 602-741-7624 or 480-967-2621. Members may also contact Jade Corn at jade@phoenixbookcompany.com or 602-740-5637.



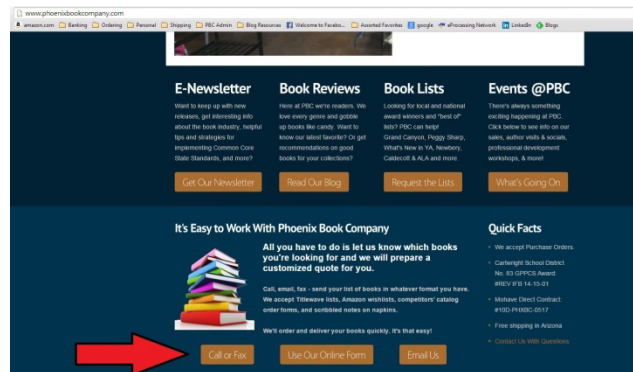
Online Quote Request Process for Phoenix Book Company

1. Visit www.phoenixbookcompany.com

2. Click on the “Learn More” button.



Member may also scroll down and click on “Use Our Online Form” link.




3. If member selected the “Learn More” button from the home page, the “What We Do” page will open. On this page, scroll down and click on “Quote Request”.





4. Complete the Online Quote Request Form. Once complete, scroll down and click on the "Submit" button located at the bottom of the form.



Please fill out this form with as much detail as possible to ensure an accurate quote. Thank You!

Do you have questions or need help? Contact Us!
 Call: (480) 967-2621 or Email: info@phoenixbookcompany.com

Name:*

School/Company:

District:

Email:*

Contact Number:

Request Date:

Need By Date:

Preferred Method of Contact:* Email Phone Fax

Already have a list made in excel, word, or some other format? Attach it here. Don't have a list made yet? That's okay, just skip this field and enter the info below!

Attach a Book List

Enter as much information as you can about the titles you are interested in here.

Title:

Author: **ISBN:**


Preferred Binding: **Quantity**

PO Information:

Notes or Comments:

We Offer Shelf Ready Library Processing

YOUR LIBRARY NAME HERE



WE NOW OFFER LIBRARY PROCESSING


Includes: MARC Records, Smart Barcodes, Spine Labels, Taped Mylar Book Jacket Covers.

- Add Shelf-Ready Library Processing to My Quote
- Add Theft-Protection to My Quote
- Send Me the PBC Library Processing Specifications Sheet
- I'd like more information about the library processing service.

Would you like more information about Phoenix Book Company's many different services?

Check any you are interested in:

- Library Collection Development
- Library Collection Check Service
- PBC Book Preview Talks
- PBC Featured Book Collections
- Monthly E-Newsletter
- PBC Book Fairs
- Hosting your next meeting, workshop, or professional development seminar at PBC
- Author visits
- Other



PHOENIX BOOK COMPANY

By choosing PBC, you are utilizing our expertise.


Just so you know, our quote service is free and you are under no obligation to purchase from us. We will always double check with you for actual order confirmation.

Thank You!

Feel free to contact us with questions:

Call: (480)967-2621

Email: info@phoenixbookcompany.com





4a. If member has a longer list of titles than will fit on the form, Member may upload a list to the Quote Request Form.

PHOENIX BOOK COMPANY

Please fill out this form with as much detail as possible to ensure an accurate quote. Thank You!

Do you have questions or need help? Contact Us!
 Call: (480) 967-2621 or Email: info@phoenixbookcompany.com

Name:* Cori Ashley

School/Company: Mohave Member School

District: Mohave Member district

Email:* cori@phoenixbookcompany.com

Contact Number: 602-741-7624

Request Date: 02/11/2015

Need By Date: 02/13/2015

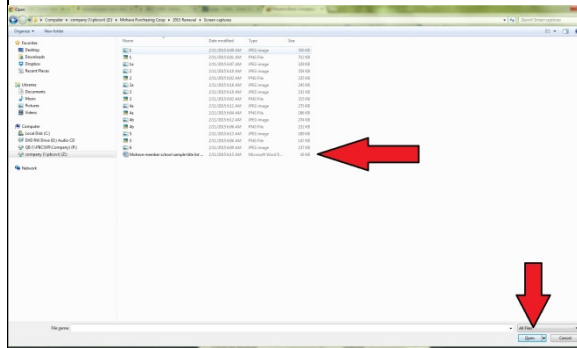
Preferred Method of Contact:* Email Phone Fax

Already have a list made in excel, word, or some other format? Attach it here. Don't have a list made yet? That's okay, just skip this field and enter the info below!

Attach a Book List

Enter as much information as you can about the titles you are interested in here.

Click on "Attach a Book list / Select File"



Select the file to added

Then, click on "Open"

PHOENIX BOOK COMPANY

Please fill out this form with as much detail as possible to ensure an accurate quote. Thank You!

Do you have questions or need help? Contact Us!
 Call: (480) 967-2621 or Email: info@phoenixbookcompany.com

Name:* Cori Ashley

School/Company: Mohave Member School

District: Mohave Member district

Email:* cori@phoenixbookcompany.com

Contact Number: 602-741-7624

Request Date: 02/11/2015

Need By Date: 02/13/2015

Preferred Method of Contact:* Email Phone Fax

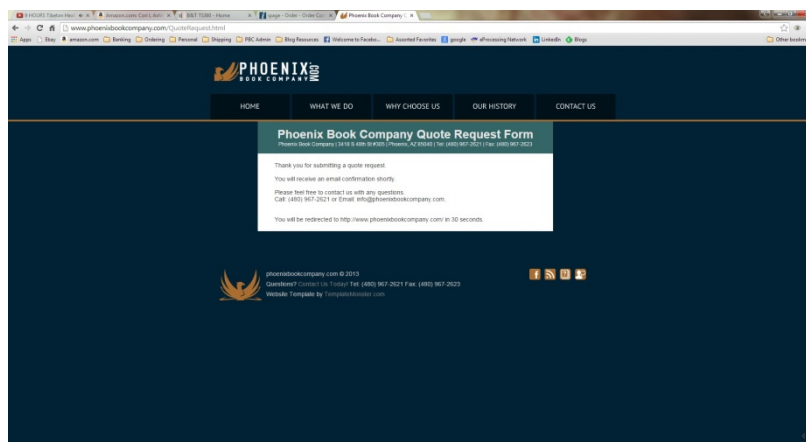
Already have a list made in excel, word, or some other format? Attach it here. Don't have a list made yet? That's okay, just skip this field and enter the info below!

Attach a Book List Mohave member school sample title list to add on.docx 16KB

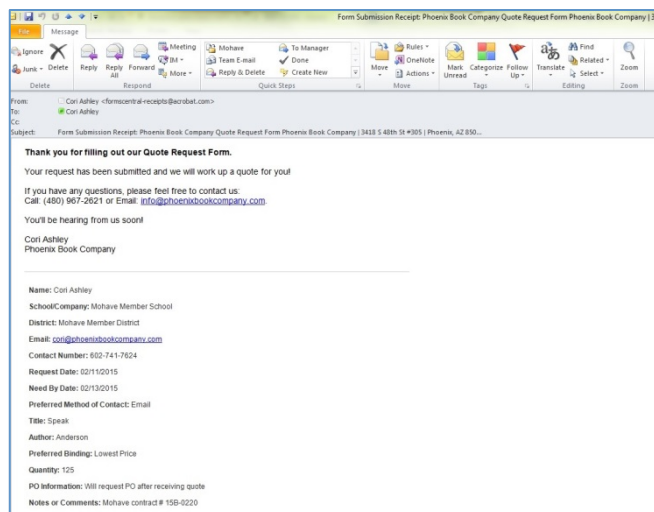
File has been added to the form



5. After Member clicks on "Submit" at the bottom of the Quote Request Form, the following page appears:



6. Member will receive a confirmation email from Phoenix Book Company.



7. After quote form has been received by Phoenix Book Company, we will create an itemized price quote for the member which reflects the contract discount pricing. Quote will be emailed to the requesting member and may be used by member to request their purchase order.