



Complete Book and Media Supply, LLC.

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

20B-CBMS-0519

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

(928) 753-6945 KINGMAN

WWW.MESC.ORG

REV 4/27/20 MSC

General Information

- Member may obtain Mohave contract prices by (provide information)
- Include MESC Contract 20B-CBMS-0519 on the purchase order.
- Orders may be (placed online, emailed, or faxed).
- Orders will be shipped to the specified location. If special shipping instructions (rush shipping, specific delivery address(s) or packing requirements) are required, please partner with your local store to determine what, if anything, can be done.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your (Jessica Martinez, customerservice@completebook.com).
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Complete Book and Media Supply, LLC. will remit admin fees to Mohave.

Ordering Overview (Direct On-Line Order)

- Member logs on to Complete Book and Media Supply, LLC.'s website using the username and password for the Mohave contract. If using a purchase order:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 20B-CBMS-0519 on the purchase order.
- Member creates order or on-line quote for products.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with (Jessica Martinez, customerservice@completebook.com).
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Complete Book and Media Supply, LLC. will remit admin fees to Mohave.

Blanket Purchase Orders (if applicable)

- 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 Maria Brissette, CPPB at maria@mec.org or (928) 718-3237
- (Kendall Montiegel, Kendall@completebook.com or Jessica Martinez, customerservice@completebook.com)