



Follett Content Solutions, LLC

New, Used and/or Supplemental Textbooks and Test
Preparation Materials – Direct Order

20L-FOLL4-0206

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

211 N 7TH STREET, KINGMAN, AZ 86401

(928) 753-6945

WWW.MESC.ORG

REV 11/3/2023 MRN

General Information

- Member may obtain Mohave contract prices by contacting your Content Sales Consultant Charla Bennett at 480-280-9694 or cbennett@follettcontent.com.
- Include MESC Contract 20L-FOLL4-0206 on the purchase order.
- Orders will be shipped via UPS.
- Orders will be shipped to the specified location. If special shipping instructions are required, please contact Charla Bennett at 480-280-9694 or cbennett@follettcontent.com to determine what, if anything, can be done.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your customer service representative Betty Olsen at 708-884-8039 or bolsen@follettcontent.com.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Follett Content Solutions, LLC will remit admin fees to Mohave.

Ordering Overview (Direct On-Line Order)

- (1) Member logs on to Follett Content Solutions, LLC's direct order website Titlewave.com using the username and password for the Mohave contract.
- (2) Member contacts Follett Content Solutions, LLC for detailed quote. Member sends purchase order and copy of the detailed quote to Follett Content Solutions, LLC:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 20L-FOLL4-0206 on the purchase order.
 - Member submits purchase order via email or fax.
- Member creates order or on-line quote for products.
- Orders will be shipped to the specified location via UPS. No in store pick-up is available.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your customer service representative Betty Olsen at 708-884-8039 or bolsen@follettcontent.com.
- Member may use Pcard/credit card.

On-Line Quote, Pick-Up in Store (not applicable)

- Member creates order on-line.
- Shipping method will be UPS.
- Items not available for in store pick-up.
- Follett Content Solutions, LLC receives order or makes ready member order.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) with customer service representative Betty Olsen at 708-884-8039 or bolsen@follettcontent.com.

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 Kristy Hamm, CPPB at kristy@mesc.org or (928) 718-3221
- For Vendor questions related to Quotes and Orders, please contact Content Sales Consultant Charla Bennett at 480-280-9694 or cbennett@follettcontent.com.