



**Gift of Words, LLC. dba GBS Books**  
**Library Books and Related Materials, eReaders, Periodicals, and**  
**Database Subscriptions - Direct Order**  
**20B-GARD-0519**

**MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.**  
**(928) 753-6945 KINGMAN**  
**[WWW.MESC.ORG](http://WWW.MESC.ORG)**  
**REV 4/27/20 MSC**

# General Information

- Member may obtain Mohave contract prices by 1) Phone (602) 863-6000 or (800) 851-6001, 2) Fax 602-863-2400, 3) Email [quotes@gbsbooks.com](mailto:quotes@gbsbooks.com) or [twilliams@gbsbooks.com](mailto:twilliams@gbsbooks.com), 4) In person by visiting our Phoenix warehouse, or 5) Website [www.gbsbooks.com](http://www.gbsbooks.com)
- Include MESC Contract 20B-GARD-0519 on the purchase order.
- Orders may be 1) picked-up at our warehouse, 2) delivered to metro-Phoenix location using our own deliver agency, or 3) shipped via Media Mail or UPS to locations outside our local deliver area.
- Orders will be delivered/shipped to the specified location. If special shipping instructions are required, please contact Tammy Echter, [techter@gbsbooks.com](mailto:techter@gbsbooks.com), to make arrangements
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with our warehouse manager, Tammy Echter at 602-863-6000 or [techter@gbsbooks.com](mailto:techter@gbsbooks.com)
- Member may use Pcards. Pcards should be presented at time of order or in person at Phoenix warehouse.
- Mohave's 1% admin fee is included in contract prices.
- Gift of Words, LLC. dba GBS Books will remit admin fees to Mohave.

# Ordering Overview (Direct On-Line Order)

- Gift of Words, LLC. dba GBS Books' does not employee usernames or passwords for the Mohave contract at this time. If using a purchase order:
  - Member creates purchase order for products and/or services.
  - Include MESC Contract # 20B-GARD-0519 on the purchase order.
- Member can order on-line at website prices or email shopping cart to [quotes@gbsbooks.com](mailto:quotes@gbsbooks.com) for formal quote which will include any special or quantity discounts. Best pricing will be reflected in invoicing regardless of which method is used.
- Orders will be shipped to the specified location.
- Member can address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with our warehouse manager at (602) 863-6000 or [techter@gbsbooks.com](mailto:techter@gbsbooks.com).
- Member may use Pcards. Please present Pcard at time of order or in person at our Phoenix warehouse
- Mohave's 1% admin fee is included in contract prices.
- Gift of Words, LLC. dba GBS Books will remit admin fees to Mohave.

# On-Line Quote, Pick-Up in Store

- Member creates order on-line or sends order to GBS Books by phone, email, mail, or fax.
- Shipping method will be indicated as Pick-Up in store.
- Member selects store items will be picked-up at.
- Gift of Words, LLC. dba GBS Books pulls member order.
- Gift of Words, LLC. dba GBS Books notifies member when order is ready for pick-up.
- Member picks-up order at store.

# 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
- GBS Books will attempt to monitor expenditures on blanket purchase order but ultimate responsibility for avoiding exceeding the maximum purchase amount resided with the Member.

# Questions

- For Mohave questions, contact Michael Carter, CPPB at [michael@mec.org](mailto:michael@mec.org) or (928) 718-3222
- For GBS Books questions, contact Troy Williams, General Manager, at [twilliams@gsbooks.com](mailto:twilliams@gsbooks.com) or (602) 863-6000.