



# Mackin Educational Resources

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

## 20B-MACK-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 (provide information)
- Include MESC Contract 20B-MACK-0519 on the purchase order.
- Orders may be placed online at [www.mackin.com](http://www.mackin.com) or emailed to [orders@mackin.com](mailto:orders@mackin.com). You can also call Customer Service at 800-245-9540 for assistance.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your Customer Service representative. Contact at 800-245-9540, email [customerservice@mackin.com](mailto:customerservice@mackin.com), or Livechat on Mackin.com.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Mackin Educational Resources will remit admin fees to Mohave.

# Ordering Overview (Direct On-Line Order)

- Member logs on to Mackin Educational Resources'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 MESCC Contract # 20B-MACK-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 your Customer Service representative. Contact at 800-245-9540, email [customerservice@mackin.com](mailto:customerservice@mackin.com), or Livechat on Mackin.com.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Mackin Educational Resources 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](mailto:maria@mec.org) or (928) 718-3237
- For Mackin questions, contact Mackin Customer Service at 800-245-9540, email [customerservice@mackin.com](mailto:customerservice@mackin.com), or Livechat on Mackin.com.