



Hertzberg-New Method, Inc. dba Perma-Bound Books

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

20B-PERMA-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-PERMA-0519 on the purchase order.
- Orders may be delivered UPS or freight
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your Tracy Newingham, (800) 637-6581 ext. 102.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Hertzberg-New Method, Inc. dba Perma-Bound Books will remit admin fees to Mohave.

Ordering Overview (Direct On-Line Order)

- Member logs on to Hertzberg-New Method, Inc. dba Perma-Bound Books' 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-PERMA-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 Tracy Newingham, (800) 637-6581 ext. 102.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Hertzberg-New Method, Inc. dba Perma-Bound Books 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
- Your customer support contact is Tracy Newingham (800) 637-6581 ext. 102 or tracyn@perma-bound.com. You are also welcome to contact our Customer Support Team at (800) 637-6581 and/or books@perma-bound.com.