



PHOENIX
BOOK COMPANY

PHOENIX BOOK COMPANY, LLC
LIBRARY BOOKS AND RELATED MATERIALS, EREADERS, PERIODICALS, AND
DATABASE SUBSCRIPTIONS - DIRECT ORDER
20B-PHXBC-0519

General Information

<p>To Obtain Mohave Contract Pricing</p>	<p>Mohave members can contact the owners of Phoenix Book Company (PBC) directly and easily via phone, email, fax, through our website (http://www.phoenixbookcompany.com), or by visiting our Phoenix area warehouse. We are happy to create quotes, process orders, and even deliver the books directly to the members, ensuring good product condition and timely delivery.</p> <p>For assistance with making purchases under the contract, members may contact:</p>	
<p>Jade Corn, Owner (Outside sales) 602-740-5637 (direct) jade@phoenixbookcompany.com</p>	<p>Cori Ashley, Owner (Inside sales) 602-741-7624 (direct) 480-967-2621 (warehouse main line) 877-375-6869 (Toll Free) 480-967-2623 (fax) cori@phoenixbookcompany.com</p>	<p>Warehouse (in-house) Staff 3418 S 48th St #305 Phoenix, AZ 85040 480-967-2621 (warehouse main line) 877-375-6869 (Toll Free) 480-967-2623 (fax) info@phoenixbookcompany.com</p>
<p>To Submit Orders to Phoenix Book Company</p>	<p>Mohave members may submit purchase orders using MESC Contract 20B-PHXBC-0519 via email, fax, US Mail, or in person.</p>	
<p><u>Email options:</u> info@phoenixbookcompany.com cori@phoenixbookcompany.com jade@phoenixbookcompany.com</p>	<p><u>Fax:</u> 480-967-2623</p>	<p><u>US Mail / In Person:</u> Phoenix Book Company 3418 S 48th St #305 Phoenix, AZ 85040</p>
<p>Shipping Information</p>	<p>PBC offers free shipping in Arizona.</p> <p>Expedited shipping is available. If member requests expedited shipping, PBC will pass along the actual expedited shipping rate charged by the publisher/distributor for specified shipment.</p> <p>Shipments are delivered in 3 ways:</p> <ul style="list-style-type: none"> • UPS Ground – Most of our shipments are sent via UPS. If requested, we can provide UPS tracking numbers to members. Members may also request an email shipment and delivery email that can be generated from the UPS WorldShip website. • USPS Media Mail – for small shipments we ship via USPS Media Mail or Library Mail. If requested, we can provide the USPS Tracking Number assigned to each parcel. • Local in-person delivery – PBC staff also hand-delivers a percentage of orders to Phoenix area customers. When hand-delivering an order, a PBC representative obtains signatures on the invoice and packing slip. Copies of signed packing slips or invoices can be provided to members if requested. <p>Members may call or email us directly to check status on any order at any time.</p>	



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To Submit Order Concerns	Any order concerns or issues may be submitted to Phoenix Book Company utilizing the contact points indicated in the "To Obtain Mohave Contract Pricing" section above.
General Information	<p>Include MESC Contract 20B-PHXBC-0519 on the purchase order</p> <p>Member creates purchase order for products and/or services</p> <p>Member may use Pcards</p> <p>Mohave's 1% admin fee is included in contract prices</p> <p>Phoenix Book Company, LLC. will remit admin fees to Mohave</p>
How to Pick-Up In Store / Shop at Phoenix Book Company Warehouse	<p>At our Phoenix area location, PBC regularly stocks approximately 100,000 books that are available to members to purchase.</p> <p>Hours of operation are Monday – Friday, 10am – 5pm and weekends by appointment. (Hours may vary on holidays or during winter & summer break.)</p> <ul style="list-style-type: none"> • Member browses the selection of books available in warehouse. • Items are scanned into a tally sheet which includes ISBN, title, author, retail price, PBC discounted price, quantity, line item total and order total. • If the member has a purchase order, Pcard, or some other form of payment, then the books are boxed, invoiced, and may leave with the member at time of purchase. • If the member does not yet have the PO, books are stored at PBC until such time as the member can provide a purchase order. Member may then either pick up the books or PBC will ship the books to the member, free of charge (assuming delivery address is located within the State of Arizona.) <p>Discounted pricing on the books for sale at the Phoenix Book Company warehouse is based on the original publishers' retail price and range from 0-80% off the original retail prices.</p> <p>If a member has preordered books and prefers to pick them up in person, rather than having PBC ship or deliver them, PBC will notify them when the books are ready and they can visit the warehouse to pick them up.</p>
How to Use Blanket Purchase Orders with Phoenix Book Company	<p>Members may use blanket purchase orders under the contract.</p> <ul style="list-style-type: none"> • Each blanket purchase order should specify: <ul style="list-style-type: none"> • 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	<p>For Mohave questions, contact Michael Nentwig, CPPB at mike@mec.org or (928) 718-3203</p> <p>For Phoenix Book Company questions, contact: 480-967-2621 877-375-6869 (Toll Free) info@phoenixbookcompany.com</p>



<p>Direct Online Ordering</p>	<p>Phoenix Book Company (PBC) is able to offer members almost any book in print. Members may use any resource they choose to select the books they are interested in purchasing and they send us a request for pricing, either via phone, fax, or email. Members may also visit our warehouse to shop directly from our stock, although this is not required.</p> <p>If a member would like to purchase books from Phoenix Book Company, the process is as follows:</p> <ul style="list-style-type: none">• Member would call, fax, or email PBC to request pricing and check availability for the book(s) needed.<ul style="list-style-type: none">○ When requesting pricing, the member may provide whatever information they have about the book(s): ISBN (available on a site like Amazon.com, for example), title, author, publisher, etc. All of this information is not required to request a quote, but the more information the member can provide, the higher the likelihood we will be able to quote the correct title(s).○ Member may also request a quote utilizing our Online Quote Request Form (<i>directions to use form are below</i>) http://www.phoenixbookcompany.com/quoterequest.html <p>After preparing the quote, it is emailed or faxed to the member. If the member chooses to change quantities or titles, they will alert PBC and we will refigure the quote to their specifications and resend.</p> <ul style="list-style-type: none">• Orders will be placed for members only after purchase orders are received.• If the member creates an order without verifying current retail and discounted pricing with Phoenix Book Company, and the assumed pricing on the PO is different from what PBC would have quoted for reasons stated below, PBC will contact that member before filling any purchase order:<ul style="list-style-type: none">○ Current publisher's price is different than price stated on PO○ Incorrect discount price is assumed by member○ Books are out of print/no longer available○ Need by date necessitates ordering from a distributor and the member assumed a discount that would have been offered when ordering from the publisher○ Phoenix Book Company is able to obtain the book(s) from a secondary source at a larger discount than listed on the PO <p>By creating quotes for members on an as-requested basis, we feel we are best able to provide the most accurate, up to date, and cost effective options to each member.</p>
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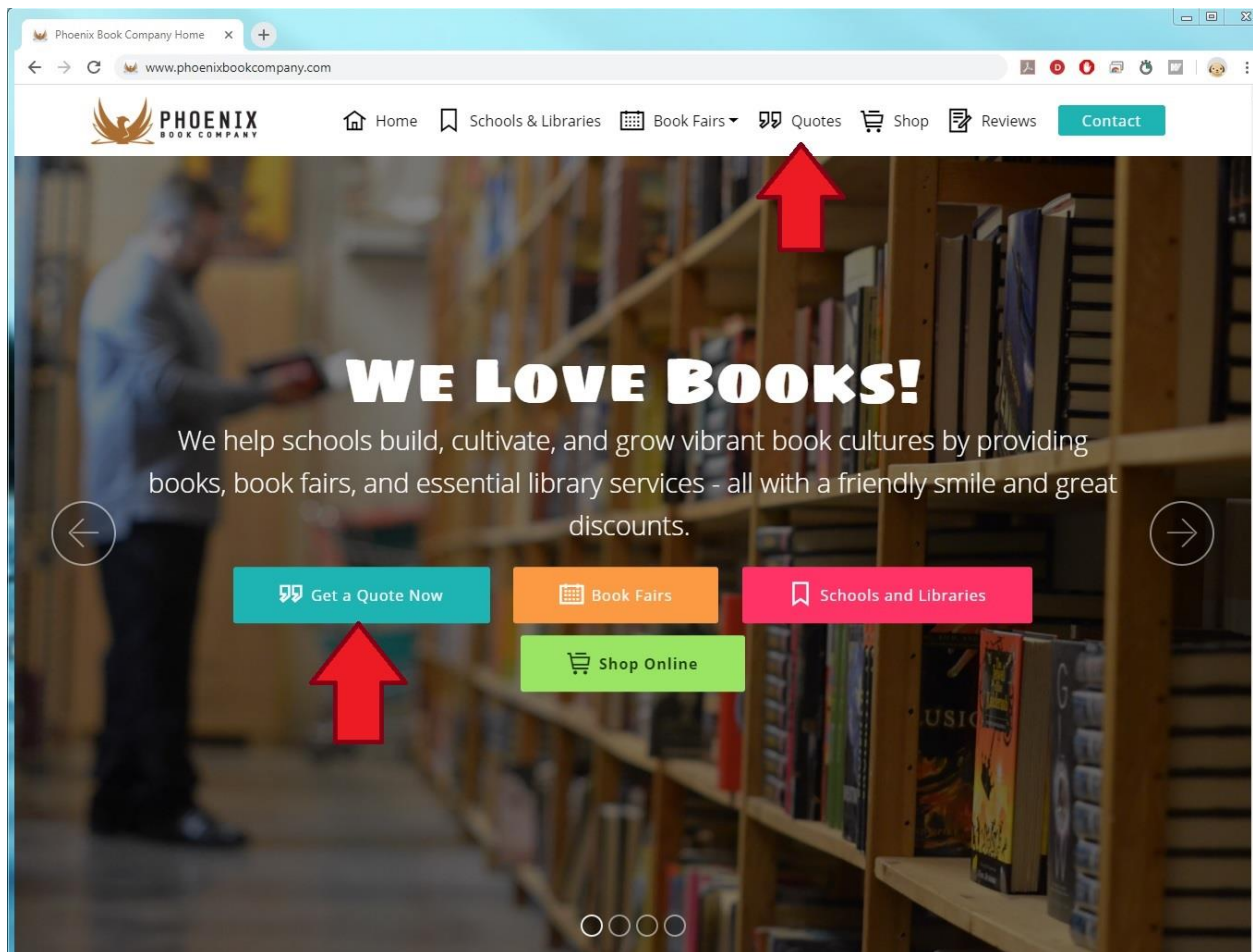
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Phoenix Book Company Online Quote Request Form

To use Phoenix Book Company's Online Quote Request Form, members can visit Phoenix Book Company's website at <http://www.phoenixbookcompany.com>.

On the home screen, members can click on "Quotes" in the top navigational menu bar or the "Get a Quote Now" button on the main welcome screen. (See red arrows below)



Either of these links will take the member to the PBC Online Quote Request Form.



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On the Quotes Page, accessible directly at <http://www.phoenixbookcompany.com/quoterequest.html>, members see a brief explanation of the PBC Quote Request Process.

The form is located below this explanation, members can scroll down to access it.

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Home Schools & Libraries Book Fairs Quotes Shop Reviews **Contact**

THE PBC QUOTE PROCESS

A quote is the best way to get started with an order from Phoenix Book Company.

- 1 Do you need books? PBC can help!**
Give PBC your list in any format you'd like. We accept excel, word, pdf, library catalog systems, Amazon, etc.
- 2 PBC prepares a free quote for you.**
We hunt down the best discounts we can find and provide you with an itemized quote via email.
- 3 A quote becomes a district PO**
You turn your quote over to your school or district and the purchasing department will issue a PO - Purchase Order.
- 4 PBC receives the PO, then orders your books.**
When we receive the PO from your school district, we place the orders for your books and processing as needed.
- 5 PBC receives and ships your books!**
Once we've receive a majority of your order (and process it if needed), we ship your books to you!

PBC Quote Request Form
Please fill out this form with as much detail as possible to ensure an accurate quote.

On the form, members fill in basic information including Name, School, District, Contact Information, and Need By Date.

Members have the option of attaching a book list in any format (Word, PDF, Excel, Screenshots, and more are accepted.) To attach their file, they click the Browse Files button.



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PBC Quote Request Form

Please fill out this form with as much detail as possible to ensure an accurate quote.

For a secure tab or if you are having issues, [click here](#).

If you have questions call 480-967-2621 or Toll-Free 1-877-375-6869

Name *

Email *

School/Company

District

Contact Number

Preferred Method of Contact

Email Phone

Request Date

Date

Need By Date *

Date

Attach a Book List:

Browse Files



Already have a list made in excel, word, or some other format? Attach it here.

This will open a File Explorer Window. Members locate their file, click on it, then click Open.

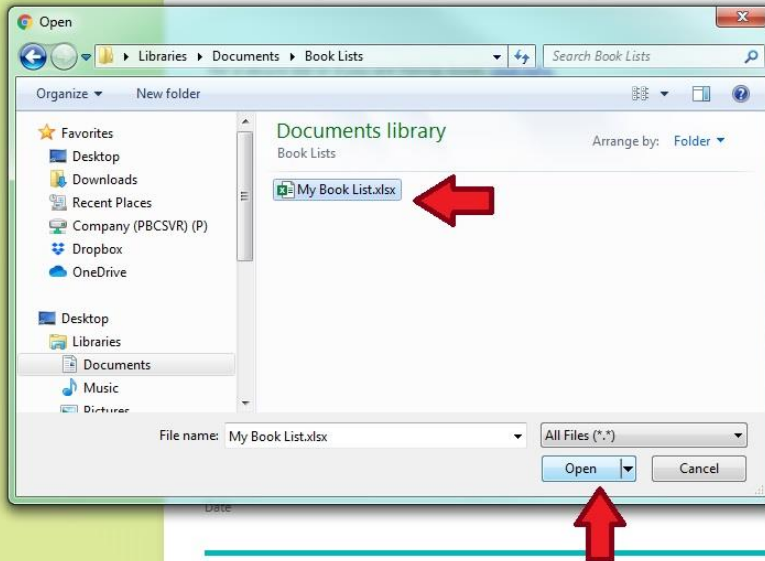


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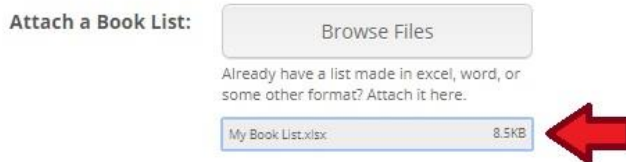
Please fill out this form with as much detail as possible to ensure an accurate quote.



Attach a Book List:

Already have a list made in excel, word, or some other format? Attach it here.

When a file is successfully uploaded, it is listed below the Browse Files Button.



If the member does not have a Book List to upload or wants to add more titles to their Quote Request, the form has space to enter information about individual titles.



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My Book List.xlsx 8.5KB

Please enter as much information as you can about the titles you are interested in here.

Title	Quantity	
<input type="text" value="To Kill a Mockingbird"/>	<input type="text" value="25"/>	
Author	ISBN	Preferred Binding
<input type="text" value="Lee"/>	<input type="text"/>	<input type="text" value="Lowest Price"/>

Title	Quantity	
<input type="text" value="Hattie Big Sky"/>	<input type="text" value="30"/>	
Author	ISBN	Preferred Binding
<input type="text" value="Larson, Kirby"/>	<input type="text" value="9780385735957"/>	<input type="text" value="Paperback"/>

Title	Quantity	
<input type="text" value="Handful of Stars"/>	<input type="text" value="30"/>	
Author	ISBN	Preferred Binding
<input type="text" value="Lord, Cynthia"/>	<input type="text"/>	<input type="text" value="Paperback"/>

After entering any specific titles, members have another opportunity to attach a book list.

They can then enter information about the Purchase Order they wish to use and add any notes or comments for PBC.

Below the PO information section, members can request the following:

- Add PBC Shelf-Ready Library Processing Services to their quote
- Request a copy of the Processing Specification Sheet
- Request more information about PBC's available services.



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Want to add more titles? Attach a list now.

Browse Files

Already have a list made in excel, word, or some other format? Attach it here.

PO Information

20051665

Notes/Comments

Please add to my open PO on file.



We Offer Shelf Ready Library Processing

Includes: MARC Records, Smart Barcodes, Spine Labels, Taped Mylar Book Jacket Covers



- Add Shelf Ready Processing to my quote
- Add Theft-Protection to my quote
- Please send me the PBC Library Processing Specifications Sheet
- I'd like more information about the library processing service.



Would you like more information about Phoenix Book Company's other services? Check all you are interested in.

- PBC Book Fairs
- Library Collection Development
- Library Collection Check Service
- PBC Featured Book Collections
- Sign Up for Our Email List
- Other



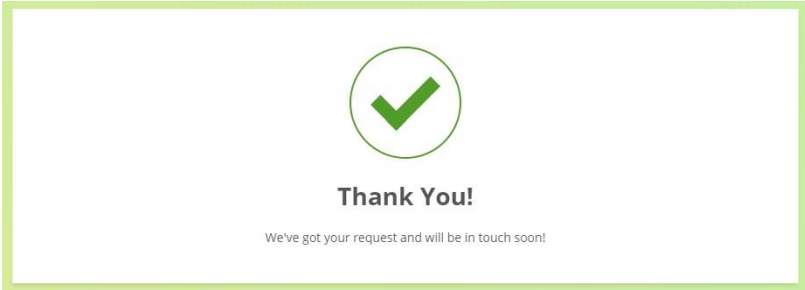
After filling in any applicable services or information requests, members press submit.

Just so you know, our quote service is free and you are under no obligation to purchase from us.
We will always double check with you for actual order confirmation.
Feel free to contact us with any questions!

Call: (480) 967-2621 or Email: info@phoenixbookcompany.com

Submit

Upon successful submission, a Thank You screen is displayed.



Members also receive an email with a copy of their request for their records.

From: Cori Ashley [<mailto:info@phoenixbookcompany.com>]
 Sent: Wednesday, February 05, 2020 3:31 PM
 To: Cori Ashley <cori@phoenixbookcompany.com>
 Subject: We have received your quote request!

Thank you for using our online quote request form. Here is a copy for your records. Our quotes team will be in touch soon.

Feel free to email or call us with any questions!

480-967-2621 or info@phoenixbookcompany.com

Name	Cori Ashley
Email	info@phoenixbookcompany.com
School/Company	Phoenix Book Company
District	n/a
Contact Number	480-967-2621
Preferred Method of Contact	Email
Request Date	02/05/2020
Need By Date	03/16/2020
Attach a Book List:	My Book List.xlsx
Title	To Kill a Mockingbird
Quantity	25
Author	Lee
Preferred Binding	Lowest Price
Title	Hattie Big Sky
Quantity	30
Author	Larson, Kirby
ISBN	9780385735957
Preferred Binding	Paperback
Title	Handful of Stars
Quantity	30
Author	Lord, Cynthia
Preferred Binding	Paperback
PO Information	20051665
Notes/Comments	Please add to my open PO on file. Add Shelf Ready Processing to my quote Please send me the PBC Library Processing Specifications Sheet
Would you like more information about Phoenix Book Company's other services? Check all you are interested in.	PBC Book Fairs Sign Up for Our Email List