



Phoenix Book Company

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

20L-PHXBC2-0206

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

(928) 753-6945 KINGMAN, AZ

WWW.MESC.ORG

REV 10/28/20 MSC

General Information

- Member may obtain Mohave contract prices by requesting a quote via phone, email, or website (www.phoenixbookcompany.com)
- Include MESC Contract 20L-PHXBC2-0206 on the purchase order.
- Orders may be hand delivered, mailed via USPS, shipped via UPS, or picked up at our Phoenix, AZ warehouse.
- Orders will be shipped to the specified location. If special shipping instructions like RUSH are required, please inform PBC as early as possible in the quote process to determine what, if anything, can be expedited.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your customer service team. Call: 480-967-2621 or members can email customerservice@phoenixbookcompany.com
- Member may use Pcards. – pre-approval is required. Contact PBC for more information and to make arrangements.
- Mohave's 1% admin fee is included in contract prices.
- Phoenix Book Company will remit admin fees to Mohave.

General Order Process

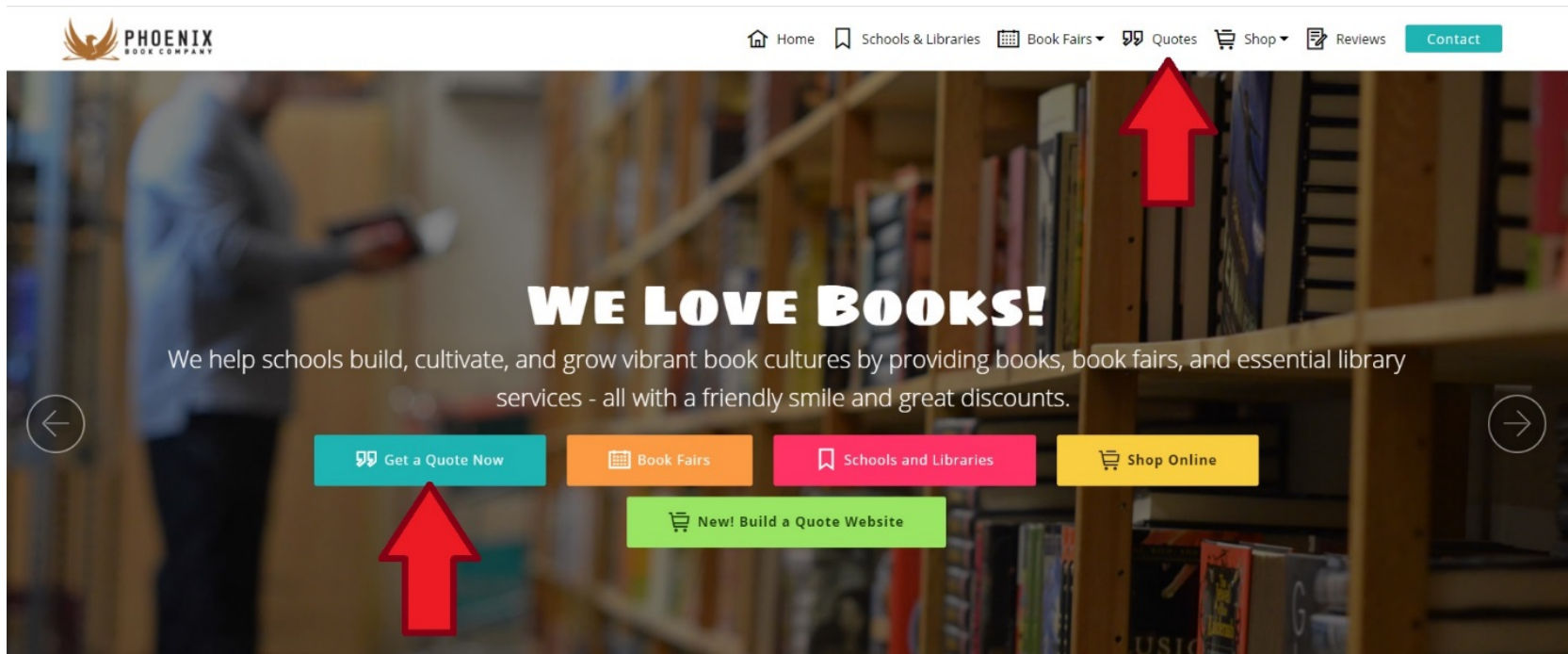
1. Member requests a quote online, over the phone, or via email from Phoenix Book Company.
 - Members should include contract information with request if possible.
2. Member receives a final book quote from Phoenix Book Company with Mohave pricing.
 - Members should retain this quote for their records and to verify the provided pricing is used at invoicing.
3. Member generates a Purchase Order or final order approval
 - Include MESC Contract # 20L-PHXBC2-0206 on the purchase order.
 - Members should independently verify that quotations and purchase orders comply with the terms of the award of contract or procurement. Members can visit (service.mesc.org/PVF/plist.php) to assist in meeting this due diligence responsibility.
4. Member submits purchase order to Phoenix Book Company via email or fax.
5. Phoenix Book Company verifies PO and items per contract scope of work, then proceeds with order.
 - PBC double checks orders against contract terms upon receiving PO. If PBC's review process determines excluded items are included on a PO, PBC will contact member before proceeding with order.
6. Orders will be shipped or delivered to the location specified on the PO.
7. Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Phoenix Book Company's Customer Service Team: customerservice@phoenixbookcompany.com or call: 480-967-2621

Ordering Overview (Online)

- To order from Phoenix Book Company with Mohave pricing, members must **submit a quote request** to Phoenix Book Company (PBC). Members can request a quote via email, phone, online Quote Request Form, or by submitting a cart through PBC's Build-a-Quote website. (1) To shop using the build a quote website, members create a free account and build a cart using the online shopping feature. (2) Members can use the "Request a Quote" feature at check out on website to submit a detailed list of titles and quantities they are interested in. **Members should reference applicable contracts at submission.** (3) Phoenix Book Company will send member back a final quote with contract pricing reflected.
 - Member creates purchase order for products and/or services using the final PBC quote
 - Include MESC Contract # 20L-PHXBC2-0206 on the purchase order.
 - Members should independently verify that quotations and purchase orders comply with the terms of the award of contract or procurement. Members can visit (service.mesc.org/PVF/plist.php) to assist in meeting this due diligence responsibility.
 - Member submits purchase order via email or fax.
- Orders will be shipped or delivered to the location specified on the PO or pick up at store will be arranged with member upon request.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Phoenix Book Company's Customer Service Team: customerservice@phoenixbookcompany.com or call: 480-967-2621
- Member may use Pcard/credit card – pre-approval is required, contact PBC for more information and to make arrangements.

Using the 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). Both links will take the member to the PBC Online Quote Request Form.



Using the Phoenix Book Company Online Quote Request Form

- 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.

PHOENIX BOOK COMPANY 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

Using the Phoenix Book Company Online Quote Request Form

- 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 a file, click the Browse Files button.

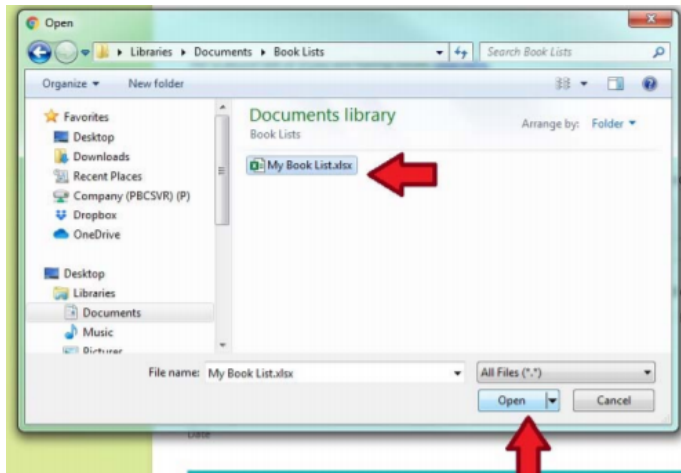
PBC Quote Request Form

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 *	Cori Ashley	Email *	info@phoenixbookcompany.com		
School/Company	Phoenix Book Company	District	n/a		
Contact Number	480-967-2621	Preferred Method of Contact	<input checked="" type="radio"/> Email <input type="radio"/> Phone	Request Date	<input type="text" value="02/05/2020"/>
Need By Date *	<input type="text" value="03/16/2020"/>	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.

Using the Phoenix Book Company Online Quote Request Form

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

Attach a Book List:

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



- 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.

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"/>

Using the Phoenix Book Company Online Quote Request Form

- After entering any specific titles, members have another opportunity to attach a book list. They can then enter information about the Contract, Purchase Order, or Purchasing Card that they wish to use and add any notes or comments for PBC. Below the PO information section, members can request the following:
 - Request a copy of the Processing Specification Sheet
 - Request more information about PBC's available services
 - Members can add contract information in the Notes/Comments field

The screenshot displays a section of the online quote request form. It features two input fields: "PO Information" containing the number "20051665" and "Notes/Comments" containing the text "Please add to my open PO on file." A red arrow points to the right of the Notes/Comments field. Below these fields is a section titled "Would you like more information about Phoenix Book Company's other services? Check all you are interested in." This section contains a list of services with checkboxes: "PBC Book Fairs" (checked), "Library Collection Development" (unchecked), "Library Collection Check Service" (unchecked), "PBC Featured Book Collections" (unchecked), "Sign Up for Our Email List" (checked), and "Other" (unchecked) with an adjacent input field. A red arrow points to the right of the "Other" field.

PO Information	Notes/Comments
20051665	Please add to my open PO on file.

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

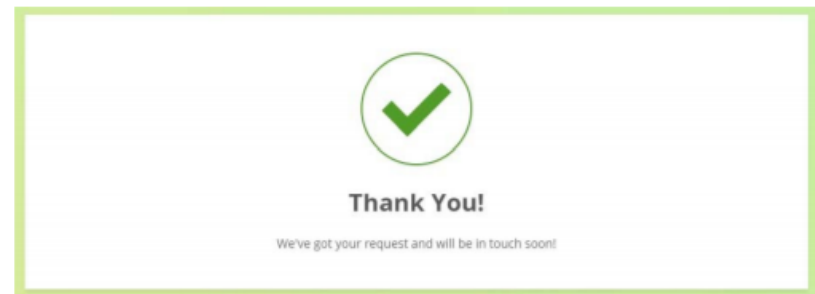
- PBC Book Fairs
- Library Collection Development
- Library Collection Check Service
- PBC Featured Book Collections
- Sign Up for Our Email List
- Other

Using the Phoenix Book Company Online Quote Request Form

- After filling in all applicable notes, services, and information requests, members click submit.
- Upon Successful submission, members see a Thank You screen
- Members will receive an email copy of their request.

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



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

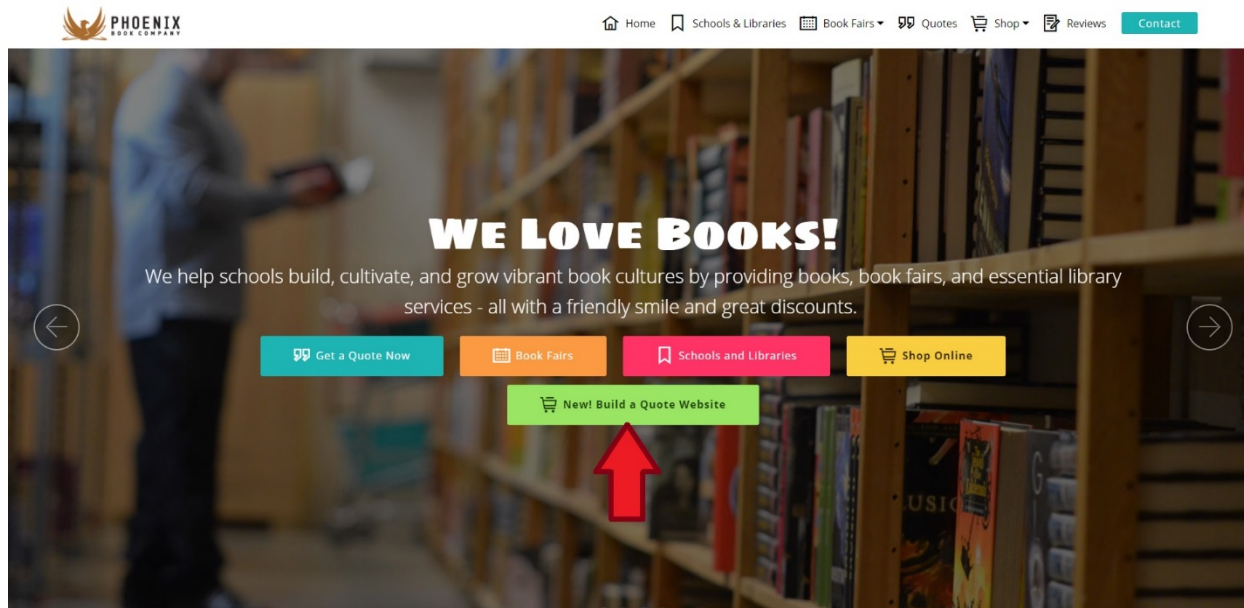
Name	Cori Ashley
Email	info@phoenixbookcompany.com
School/Company	Phoenix Book Company
District	n/a
Contact Number	480-967-2621
Preferred Method of Contact	Email
Request Date	02/05/2020
Need By Date	03/16/2020
Attach a Book List:	My Book List.xlsx

Using the Phoenix Book Company Online Quote Request Form

- After preparing a quote, PBC will email or fax the final detailed Quote to the member. If the member chooses to change quantities or titles, they can let us know and we will refigure the quote to their specifications and resend.
- The member can use this quote to generate a PO.
- 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 has quoted for reasons stated below, PBC will contact that member before filling any purchase order:
 - 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

Using the Phoenix Book Company Online Build a Quote Website

- If a member would like to browse and search a database of in-print titles, they can use PBC's Build-a-Quote Website to research and build title lists that can be submitted to PBC for a Quote.
- To use Phoenix Book Company's Online Build a Quote Website, members can visit Phoenix Book Company's website at <http://www.phoenixbookcompany.com>. On the home screen, members can click on the "NEW! Build-a-Quote Website" Button. See Red Arrow below.



Using the Phoenix Book Company Online Build a Quote Website

- On the Build-a-Quote Website, accessible directly at <https://bookmanager.com/phoenxa/>, members see a welcome screen. Choose to search or click “Browse.”

The screenshot shows the top of the Phoenix Book Company website. On the left is the Phoenix Book Company logo. In the center is a search bar with the text "Keyword Search for anything" and a red arrow pointing to it. On the right are icons for a shopping cart and a "Log In" button. Below the search bar is a navigation menu with "Home", "PBC Features", "Collections", and "Contact & Hours". The main content area has a welcome message: "Hi Book Friends! Welcome to the beta-test of our new build a quote website :) Here, you can create an account, build a cart, and submit it for a Quote. We will get your list, check availability/discounts, and email you the final quote." Below this is a red note: "These titles are available as special orders, they are not in stock at our warehouse." and a note about "Invoice Me" vs "Request a Quote". A red arrow points to a "Browse" button with a book icon. To the right of the "Browse" button is a "Just Released" section with a row of book covers: "The Night Garden", "Apollo", "Bunheads", "Kristan Strong", "Investi Gators", and "spy school". Below that is a "Coming Soon" section with a row of book covers: "Diary of a Wimpy Kid: The Deep End", "Class Act", "Cat Kid Comic Club", "What We'll Build", "Becoming Muhammad Ali", and "J.K. Rowling".

PHOENIX BOOK COMPANY

Keyword Search for anything

Log In

Home PBC Features Collections Contact & Hours

Hi Book Friends! Welcome to the beta-test of our new build a quote website :)
Here, you can create an account, build a cart, and submit it for a Quote.
We will get your list, check availability/discounts, and email you the final quote.

These titles are available as special orders, they are not in stock at our warehouse.

If you choose "Invoice Me" at checkout instead of "Request a Quote" you will be contacted by PBC for further information.
Need something you can't find on our site or it's listed as unavailable? Use our [Quote Request Form](#) instead.

Browse

Useful Links:
Back to PBC Main Site
Quote Request Form
Library Services
PBC Book Fairs
PBC Book Reviews

Just Released

Coming Soon

Using the Phoenix Book Company Online Build a Quote Website

The screenshot shows the Phoenix Book Company website interface. At the top left is the logo with a phoenix icon and the text "PHOENIX BOOK COMPANY". To the right is a search bar with the placeholder text "Search for anything". Below the search bar, a dark banner displays "10788093 results: Active titles". Underneath this banner is a filter section with the text "Filter results by keyword(s):" and a search input field. Below the filter section is a "Display:" area with three icons representing different view options (grid, list, and another grid). On the left side, there is a "Browse" section with a "Browse filters" area containing checkboxes for "Popular", "Recent releases", and "Future releases". Below this is a "Subject (77)" list with various categories and their respective counts. The main content area displays a grid of book covers with their titles, authors, and availability information.

PHOENIX BOOK COMPANY

Keyword ▾ Search for anything

10788093 results: Active titles

Filter results by keyword(s): Use keywords for a subject

Display: [Grid] [List] [Grid]

Browse

Browse filters

reset

Popular 71k

Recent releases 1802

Future releases 95k

- Subject (77)

Antiques & Collectible	24k
Architecture	53k
Art	174k
Bibles	15k
Biography & Autobiog	343k
Body, Mind & Spirit	140k
Business & Economics	542k
Calendar	3239
Comics & Graphic No	95k
Computers	152k
Cooking	105k
Crafts & Hobbies	84k
Current Events	214
Design	31k
Drama	75k
Education	398k
Family & Relationship	141k
Fiction	1.6M
Foreign Language Stu	93k
Games & Activities	141k
Gardening	27k
Health & Fitness	128k
History	1.6M
House & Home	19k
Humor	60k
Juvenile Fiction	407k
Juvenile Nonfiction	366k
Language Arts & Disc	280k
Law	325k
Literary Collections	409k
Literary Criticism	214k
Mathematics	107k
Medical	279k
Music	152k

Caste (Oprah's Book Club)
Isabel Wilkerson
Hardcover | Aug 2020
not in stock **\$25.50**
(available for order)

How to Be an Antiracist
Ibram X Kendi
Hardcover | Aug 2019
not in stock **\$21.50**
(available for order)

Solutions
Prot Allie
Hardcover
not in stock
(available for order)

Rage
Bob Woodward
Hardcover | Sep 2020
not in stock **\$23.99**
(available for order)

Transcendent Kingdom
Yaa Gyasi
Hardcover | Sep 2020
not in stock **\$22.50**
(available for order)

The Lyrical Ad
Elena Ferrer
Hardcover
not in stock
(available for order)

So you want

me and

LOU PEN

- If a member chooses to browse, a large panel of categories and filters will appear on the left-hand side of the screen underneath "Browse." These filters aid in the search of our database, which currently has over 10 million titles.
- Available Filters Include:
 - Popular
 - Recent Releases
 - Hide Future Releases
 - Subject
 - Format
 - Date Published
 - Age

Using the Phoenix Book Company Online Build a Quote Website

- If a member chooses to search using the “Search for anything” top bar, the website will show appropriate search results. If the title is available to order, members will see an approximate PBC Sale Price, and have the option to “Add to Cart.”

The screenshot displays the Phoenix Book Company website interface. At the top, the logo is on the left, followed by a search bar containing the text "Kaplan Test Prep". To the right of the search bar are a shopping cart icon with a "0" and a "Log In" button. Below the search bar is a navigation bar with links for "Home", "PBC Featured Collections", and "Contact & Hours".

The main content area shows search results for "Kaplan Test Prep". On the left, there is a "Browse" sidebar with a "Search Results" button and a "Filter your results" section. The filter section includes checkboxes for "All titles", "Active titles" (checked), "Popular", and "Future releases". Below this is a "Subject" list with counts: Business & Economics (2), Education (5), Foreign Language Stu (14), History (4), Language Arts & Disc (10), Law (4), Mathematics (6), Medical (39), Political Science (2), Psychology (3), Reference (1), and Religion (1).

The search results area shows "150 results filtered by: 'Kaplan Test Prep'". The first result is "SAT Prep 2020: 2 Practice Tests + Proven Strategies + Online | Paperback". The product details include: "Kaplan Test Prep", "Kaplan Test Prep (series)", "Kaplan Publishing | Kaplan Publishing", "Study Aids / SAT/ College Entrance", "Published Jun 4, 2019", and a price of "\$23.99 list price". A green "Add to Cart" button is visible, with the text "\$19.50 available to order" next to it. A large red arrow points to the "Add to Cart" button. Below the product details are links for "More Info", "Previous Edition (1)", and "Next Edition (1)".

At the bottom of the search results, the second result is "GRE Math Workbook: Score Higher with 1,000+ Drills & Practice Questions | Paperback". The product details include: "Kaplan Test Prep", "Kaplan Test Prep (series)", "Kaplan Publishing | Kaplan Publishing", "Study Aids / GRE (Graduate Record Examination) / Mathematics", and "Published Nov 6, 2018".

Using the Phoenix Book Company Online Build a Quote Website

- If the member wishes to obtain a quote from PBC for the title, add the desired quantities to the Cart. After clicking the Add to Cart button, the quantity in the cart will show on the title listing and the cart icon on the upper left will update.
- *****Please note, all prices provided by the PBC Build-a-Quote Website are approximate PBC prices. Final quoted prices will be provided by Phoenix Book Company on a final Book Quote directly to the member after carts are submitted through the website.*****

The screenshot displays the Phoenix Book Company website interface. At the top, the logo for Phoenix Book Company is on the left, followed by a search bar containing the text "Kaplan Test Prep". To the right of the search bar is a shopping cart icon with a green question mark and a "Log In" button. Below the search bar is a navigation bar with links for "Home", "PBC Featured Collections", and "Contact & Hours". The main content area shows search results for "Kaplan Test Prep" with 150 results filtered. A sidebar on the left allows filtering by "Active titles" (checked), "Popular", and "Future releases", as well as by subject categories like "Business & Economics", "Education", etc. The main product listing for "SAT Prep 2020" is shown, including its cover image, title, author (Kaplan Publishing), and price (\$23.99). A quantity of "20" is entered in the "in Cart" field, and a red arrow points to the "Checkout Now" button. Another red arrow points to the shopping cart icon in the top right corner.

Using the Phoenix Book Company Online Build a Quote Website

- Members can repeat this process for any titles they would like included on their quote.
 - ****Please Note: If a member cannot find the title they are looking for on the Build-a-Quote Website, or they find the title but “Add to Cart” is not an option, they can still request a quote from Phoenix Book Company for that title by using the Phoenix Book Company Online Quote Request Form, accessible directly at <http://www.phoenixbookcompany.com/quoterequest.html>, see above for instructions.****

The screenshot displays the Phoenix Book Company website interface. At the top left is the Phoenix Book Company logo. A search bar contains the text "Kaplan Test Prep". To the right of the search bar is a shopping cart icon with a "1" notification and a "Log In" button. Below the search bar is a navigation bar with links for "Home", "PBC Featured Collections", and "Contact & Hours". The main content area shows search results for "Kaplan Test Prep" with 150 results filtered. A sidebar on the left allows filtering by "Active titles" (checked), "Popular", and "Future releases", and by "Subject" (17 categories). The main results list includes a book titled "SAT Prep 2020: 2 Practice Tests + Proven Strategies + Online | Paperback" by Kaplan Test Prep. The book is priced at \$23.99 and has a "20 in Cart" button. A red arrow points to the "Checkout Now" button. Another red arrow points to the shopping cart icon in the top right corner.

PHOENIX BOOK COMPANY

Keyword ▼

1

Home PBC Featured Collections Contact & Hours

Browse

Search Results

Filter your results

reset

All titles

Active titles 150

Popular 10

Future releases 8

—Subject (17)

Business & Economics 2

Education 5

Foreign Language Stu 14

History 4

Language Arts & Disc 10

Law 4

150 results filtered by: "Kaplan Test Prep"

Active titles

Filter & Sort Display: Sort by: What's available ▼

1 Page 1 ▼

SAT Prep 2020

KAPLAN

SAT Prep 2020

2 Practice Tests + Proven Strategies + Online

2 Practice Tests + Proven Strategies + Online

SAT Prep 2020: 2 Practice Tests + Proven Strategies + Online |

Paperback

Kaplan Test Prep

Kaplan Test Prep (series)

Kaplan Publishing | Kaplan Publishing

Study Aids / SAT / College Entrance

Published Jun 4, 2019

~~\$23.99~~ list price

20 in Cart

More Info

Previous Edition (1)

Next Edition (1)

Using the Phoenix Book Company Online Build a Quote Website

- If a member is browsing and wants to see more information about any title listed on the Build-a-Quote Website, they can click the “More Info” Button. It is located below the cover and will provide additional information below the title, including Description, Author, and Product Details.

The screenshot shows the product page for 'AP US History Premium: With 5 Practice Tests' by Eugene V Resnick. The page includes a search bar at the top with 'AP US History' entered, a shopping cart icon with a '2' badge, and a navigation bar with a '1' indicator. The product cover is displayed on the left, and the product details are on the right. A red arrow points from the 'More Info' button to the expanded product details section. Another red arrow points from the 'Add to Cart' button to the price information.

AP US History Premium: With 5 Practice Tests | Paperback
Eugene V Resnick
Barron's Test Prep (series)
Barrons Educational Series | Barrons Educational Series
Study Aids / Advanced Placement / Study Guides / History / United States
Grades 9-12
Published Aug 4, 2020
~~\$24.99~~ list price
\$19.99 available to order

More Info Add to Cart

Previous Edition (1)

AP US History Premium: With 5 Practice Tests

Description	Author	Product Details
Barron's AP United States History Premium is aligned with the current exam and includes comprehensive subject review plus five realistic practice tests. This edition includes: <ul style="list-style-type: none">• Two full-length practice tests in the book with all questions answered and explained• Three full-length online practice tests with all questions answers and explained• Test-taking strategies for answering multiple choice, short answer, long essay, and document-based questions• Comprehensive review of all topics on the AP U.S. History curriculum, including pre-contact American Indian societies and the evolution of Colonial society; the American Revolution; the Civil War and Reconstruction; the growth of industrial America; World War I; the Great Depression; World War II; the Cold War; America in the age of Clinton, Bush, and Obama; and much more	Eugene V. Resnick, M.A.	9781506263xxx 576 pages 8.37" x 10.87"

Using the Phoenix Book Company Online Build a Quote Website

- Members can also click on the Series or Author link to see all available related titles. If there is a large number of titles in a series or author run, the “Filter & Sort” Button will open the entire list in a new browser tab. This enables the member to search, filter, and sort just those related titles.







The screenshot displays the Phoenix Book Company website interface. At the top, there is a navigation bar with 'Filter & Sort', 'Display' (grid/list icons), and 'Sort by: What's available'. Below this, a product page for 'AP US History Premium: With 5 Practice Tests | Paperback' by Eugene V Resnick is shown. A red arrow points to the 'Barron's Test Prep (series)' link. Another red arrow points to the 'Add to Cart' button, which is labeled '\$19.99 available to order'. A third red arrow points to the 'Filter & Sort' button in the series filter section. This section is titled 'Titles in the series: Barron's Test Prep' and contains a grid of related titles. The titles shown include 'SAT Study Guide with 5 Practice Tests', 'Hot Words for the SAT', 'AP Art History', 'GRE Essential Words', '6 GRE PRACTICE TESTS', 'AP English Language and Composition', and 'SAT SUBJECT TEST MATH LEVEL 2'. Each title includes its cover image, author, and price/availability information.

Using the Phoenix Book Company Online Build a Quote Website

- Once a member has added all titles to the cart they are interested in purchasing, click the cart icon in the upper right.
- On the cart screen, quantities can be verified and adjusted to reflect their cart's approximate PBC Order Total. Then click the Log In & Proceed to Checkout button.
- Once members click Log In & Proceed to Checkout, they will be prompted to set up an account or to log in if they already have an account.

Keyword ▾

cart checkout submit done

Ed	Title	Author	Status	Qty	Cost	Total	
	AP United States History : With Online Tests	Resnick, Eugene V	special order	15	\$19.50 ea.	292.50	Delete added 2 secs ago
	English Syntax : A Minimalist Account of Structure and Variation	Edelstein, Elspeth	special order	25	\$34.99 ea.	874.75	Delete added 2 mins ago
	Studyguide for The Modern American Presidency by Gould, ISBN 9780700612529	Cram101 Textbook Reviews	special order	15	\$34.50 ea.	517.50	Delete added 28 mins ago
	Romeo and Juliet : No Fear Shakespeare Deluxe Student Edition	SparkNotes	special order	50	\$7.99 ea.	399.50	Delete added 29 mins ago
	Hamlet (No Fear Shakespeare)	SparkNotes	special order	50	\$4.99 ea.	249.50	Delete added 29 mins ago
	SAT Prep 2020 : 2 Practice Tests + Proven Strategies + Online	Kaplan Test Prep	special order	20	\$19.50 ea.	390.00	Delete added 29 mins ago

[Delete All](#)

All prices provided by the Phoenix Book Company Build-a-Quote Website are approximate. PBC will provide members a final Quote with best available prices.

No orders placed through the Build-a-Quote Website are final or processed without express approval from members.

Order Total
(6 titles, 175 items)

Subtotal: \$2723.75 USD

Taxes: \$0.00

Total: \$2723.75 USD

Continue shopping

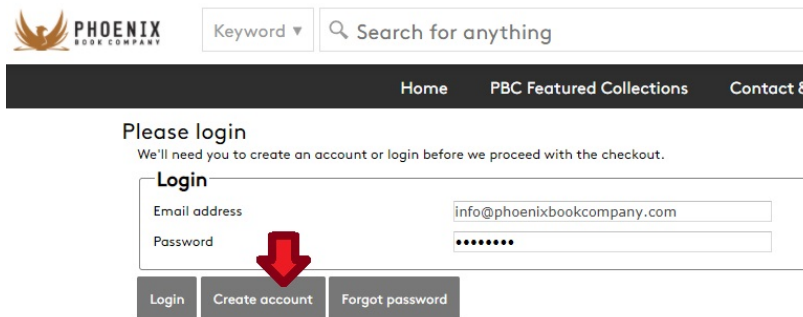
Click & Collect
for in-store items

Log in & Proceed to checkout

←

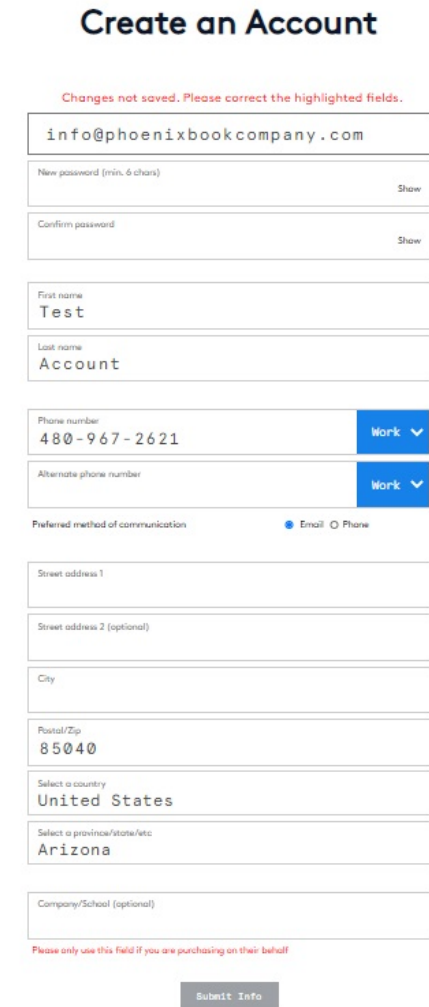
Using the Phoenix Book Company Online Build a Quote Website

- Members can enter their email and a password, then click Create Account.



The screenshot shows the Phoenix Book Company website header with the logo and a search bar. Below the header is a navigation menu with links for Home, PBC Featured Collections, and Contact & Support. A message prompts the user to login, stating that an account or login is required for checkout. The login form includes fields for Email address (containing 'info@phoenixbookcompany.com') and Password (masked with dots). A red arrow points to the 'Create account' button. Other buttons for 'Login' and 'Forgot password' are also visible.

- After clicking Create Account, members will be prompted to enter more information
- Required fields are:
 - Email
 - Password (x2)
 - Last Name
 - Phone Number
 - Postal Zip
 - Country
 - State
- Other fields are optional to set up a website account. The more information a member provides, the more accurate PBC's final quote can be.



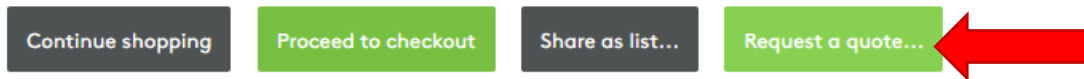
The screenshot shows the 'Create an Account' form. At the top, a message states 'Changes not saved. Please correct the highlighted fields.' The form includes the following fields:

- Email address: info@phoenixbookcompany.com
- New password (min. 6 chars): [empty]
- Confirm password: [empty]
- First name: Test
- Last name: Account
- Phone number: 480-967-2621 (Work)
- Alternate phone number: [empty] (Work)
- Preferred method of communication: Email (selected), Phone
- Street address 1: [empty]
- Street address 2 (optional): [empty]
- City: [empty]
- Postal/Zip: 85040
- Select a country: United States
- Select a province/state/etc: Arizona
- Company/School (optional): [empty]

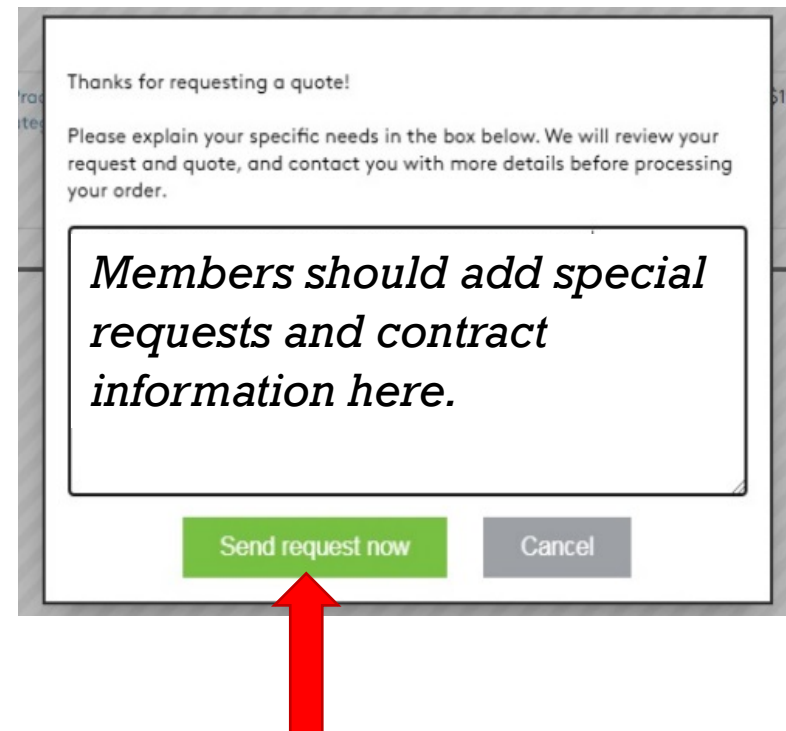
A note at the bottom states 'Please only use this field if you are purchasing on their behalf' next to the 'Company/School' field. A 'Submit Info' button is located at the bottom right.

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- Once a member has logged in, they can view their cart by clicking the cart icon, then at the bottom they can choose the “Request a Quote ...” Button.



- A small window will open asking for notes on their specific needs. If a specific contract is being used, a member would enter that information here.
- Members can also ask questions, provide POs, and add any extra information for PBC. When complete, they click the “Send Request Now” Button.
- The member then sees a screen confirming their quote request. They will also receive an email with this information.



Thanks for requesting a quote!

Please explain your specific needs in the box below. We will review your request and quote, and contact you with more details before processing your order.

Members should add special requests and contract information here.

Send request now Cancel

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- Members will see a Confirmation Screen and receive an email that shows the details of their quote request.

Thank you for your quote request!

Your quote request (ref# 2569941) has been submitted.

A copy of this quote has been emailed to: info@phoenixbookcompany.com

We will review your quote and comments during regular business hours. We will contact you to discuss your needs before finalizing any items that are in stock, or need to be ordered.

We can be reached by phone at 480-967-2621 or by email at customerservice@phoenixbookcompany.com should you have any questions or concerns.

Thanks!

Sold to:
Test Account


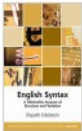

info@phoenixbookcompany.com

AZ 85040
USA

Phone #: 480-967-2621

Date: October 8 2020 04:13 PM
Reference #: 2569941
Promo Code or PO#:
Comments: Would like to purchase using contract 20L-1014.

Delivery option: Other: quote

Ed	Title	Author	Status	Qty	Cost	Total	ISBN
	PB AP United States History : With Online Tests	Resnick, Eugene V	special order	15	\$19.50 ea.	292.50	9781438011080
	PB English Syntax : A Minimalist Account of Structure and Variation	Edelstein, Elspeth	special order	25	\$34.99 ea.	874.75	9781474425520
	PB Hamlet (No Fear Shakespeare)	SparkNotes	special order	50	\$4.99 ea.	249.50	9781586638443

Using the Phoenix Book Company Online Build a Quote Website

- Members can access all quote requests previously submitted through the website by clicking Reports and choosing Previous Orders, then filtering by Date Range.

The screenshot shows the Phoenix Book Company website interface. At the top, there is a logo for Phoenix Book Company, a search bar with the text "Keyword Search for anything", and a shopping cart icon with a "0" badge. Below the search bar is a navigation menu with options: Home, PBC Featured Collections, Reports, and Contact & Hours. The "Reports" menu is expanded, showing "Previous Orders".

Below the navigation menu, there is a "Date range:" section with a text input field containing "2020-10-01" and a "Go" button. Below this is a "Keyword search..." field with a "Reset" button. Below the search fields, there are radio buttons for sorting: "Date ordered", "Title" (selected), and "Author".

The main content area displays a "Summary" table with the following data:

Status	Action	Ordered	Qty	Value	Titles	Orders	Cust POs
ordered	quote	2020-10-08 04:13PM	175	2723.75	6 titles	1 order	1 POs

Below the summary table, there is a section titled "Orders for Account, Test with Phoenix Book Company" with a sub-table:

Status	Action	Ordered	Qty	Value	Titles	Ref#	Cust PO#
ordered	quote	2020-10-08 04:13PM	175	2723.75	6 titles	2569941	[XLS]

At the bottom of the screenshot, there is a "Summary" label.

At this time, no orders or quote requests sent through either the PBC Online Quote Request Form or Build-a-Quote Website are final. PBC will contact members with a final quote after submissions are received.

Using the Phoenix Book Company Online Build a Quote Website

- After preparing a quote, PBC will email or fax the final detailed Quote to the member. If the member chooses to change quantities or titles, they can let us know and we will refigure the quote to their specifications and resend.
- The member can use this quote to generate a PO.
- 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:
 - 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

On-Line Quote, Pick-Up in Store

- Members are welcome to pick up any order in store.
- Member requests a quote online, over the phone, or via email
- Member adds to request that they would like to Pick Up in store when ready.
- Phoenix Book Company receives request and contacts customer with detailed Quote for final approval. When Phoenix Book Company receives a Purchase Order or Final Approval, Phoenix Book Company will begin readying the member's order.
 - In Store Pick Up note may be included on quote at request of member.
 - All requests/orders submitted through the Phoenix Book Company website are treated as quote requests – **members must approve the final quote sent by PBC.** If express approval is not received, PBC will not move forward with the order.
- Phoenix Book Company notifies member via email or phone when order is ready for pick-up.
- Member picks-up order at store.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) with PBC's customer service team: customerservice@phoenixbookcompany.com or 480-967-2621

Blanket Purchase Orders

- Members may use blanket purchase orders under the contract.
- Each blanket purchase order should specify:
 - The time period in which 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 Mike Nentwig at mike@mesc.org or (928) 718-3203.
- For Vendor Questions related to Quotes and Orders:
 - General Questions, Quote Requests, and Purchase Orders can be directed to
 - customerservice@phoenixbookcompany.com
 - (480) 967-2621 (Main Line)
 - (877) 375-6869 (Toll Free)
 - (480) 967-2623 (Fax)
 - Sales & Other Questions can be directed to:
 - Jade Corn, Owner: jade@phoenixbookcompany.com
Direct: 602-740-5637
 - Members are welcome to visit our Phoenix, AZ warehouse:
 - 3418 S 48th St #305, Phoenix, AZ 85040
 - Hours and Directions on our website: www.phoenixbookcompany.com