



Superior Text, LLC.

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

20L-STXT-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 emailing sales@superiortext.com or jgoldsmith@superiortext.com. Phone contact: Ext 217.
- Include MESC Contract 20L-STXT-0206 on the purchase order.
- Orders may be emailed to sales@superiortext.com, faxed to 877-482-8843, phoned to 866-482-8762, mailed to 151 Airport Industrial Dr, Ypsilanti, Mi 48198.
- Orders will be shipped to the specified location. If special shipping instructions are required, please specify the instructions on your purchase order or at the time of order placement.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your dedicated sales representative, Jonathan Goldsmith, jgoldsmith@superiortext.com or by calling at 866-482-8762 ext. 217).
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Superior Text, LLC. will remit admin fees to Mohave.
- Superior Text is a certified WBNEC and WOSB organization.

Ordering Overview (Direct On-Line Order)

- Member contacts Superior Text for the initial log in information. Email to sales@superiortext.com or phone for personalized service. Log in ID issued one time and does not require multiple registrations.
- Log in at superiortext.com to place a web direct order/Quote using the id provided in step 1.
- Member creates order or on-line quote for products. Quote can be saved, downloaded and printed. Member can save the cart or place an order for immediate ship by entering a po or can pay by Pcard. Quotes can also be converted to an order on hold until such time a po is issued.
- Member creates purchase order for products and/or services. Include MESC Contract # 20L-STXT-0206 on the purchase order. Member submits purchase order via email, fax, or mail. PO can also be entered on the website. Log into the account-view the order-add the PO.

Ordering Overview (Direct On-Line Order)

- Orders will be shipped to the specified location. If special shipping instructions, please state on the purchase order/time of order placement.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with the assigned Mohave account manager, Jonathan Goldsmith.
- Member may use Pcard/credit card.

Ordering Overview (Dedicated CSR)

- Members preferring personalized service have a dedicated contract executive. Members can email or phone for quotes. Contact info is provided in General Info.
- Member can email sales@superiortext.com with a listing of ISBN's or title, publisher and copyright year with quantity requested and a quote will be returned via email same business day. Request for rebind services must be done via phone or email.
- Member may also contact Jonathan Goldsmith at ext 217 to speak directly with their account executive. Quotes can also be obtained over the phone.
- Members can also place orders on hold or pay by Pcard working directly with the dedicated executive.
- Purchase orders must be emailed, faxed or mailed.

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 Mohave contracts at contracts@mesc.org or (928) 718-3222
- For Vendor Questions please email:
- Sales@superiortext.com or jgoldsmith@superiortext.com
- Phone us at 866-482-8762. Extension for Jon is 217 or press 0 for the operator.