

Book Ordering Procedure for an Author/Illustrator Visit

You can order books for author/illustrator appearances at schools and libraries directly from Little, Brown Books for Young Readers.

Below you'll find our discount breakdown:

ASSORTED TITLE ORDERS

- 1-14 copies = 40%
- 15-499 copies = 50%
- 500+ copies = 55%

SINGLE TITLE ORDERS

- 1-14 copies = 40%
- 14-99 copies = 50%
- 100+ copies = 55%

Free freight applies to all author/illustrator appearance orders with shipping destination sin the United States, including Hawaii and Alaska. The shipping minimum is \$75 invoice value.

We suggest placing your order at least 6 weeks in advance.

When you're ready to place your order, email <u>AuthorEvents@hbgusa.com</u> with the following information:

- Title of the book(s)
- Format (hardcover or paperback)
- ISBN
- Number of books needed
- Date books are needed
- Billing Address
- Shipping Address (if different from billing address)
- Contact information (name, telephone number & email)
- Your library's or school's tax exemption paperwork
- Credit application (if you're submitting a purchase order)

After your author visit, if you need to return books, returns must be received no later than 30 days after the event to receive credit. The event host must pay shipping on the returns. Be sure to include a copy of your original invoice with your returned books.

Returned books should be shipped to the following address:

Hachette Book Group ATTN: Returns 322 S. Enterprise Blvd Lebanon, IN 46052