



A PENGUIN FOR EVERY READER.

# SCHOOL & LIBRARY

## Penguin Young Readers Group - Author Appearance Book Ordering Information

### ORDERING DETAILS:

Book orders for author/illustrator appearances receive a 40% discount and Penguin pays for the standard cost of shipping. The books are fully returnable and payment is only required for books sold during the author appearance. For any RUSH orders, you will be charged extra for shipping. We strongly encourage you to place your book order at least 6-8 weeks in advance.

### TO ORDER BOOKS:

Call Author Appearance Order Processing at 1-800-733-3000  
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When ordering, please provide the following information: appearance date, desired arrival date, shipping address, billing name and address (or account number, if you already have an account with PGI), contact name and phone number, titles of the books, quantities for each title, ISBN for each title and any special instructions.

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You may prepay the order by providing credit card details, or, if time permits, pay by check. If you are unable to prepay we will establish an account for your school or library. To establish an account, we require all of the information above submitted to us on a document with the school or library letterhead, as well as a copy of your tax exempt certificate. We are required to charge sales tax if no certificate is received.

### ORDER TRACKING:

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**Penguin Random House Warehouse**  
**1019 North State Road 47**  
**Crawfordsville, IN 47933**

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