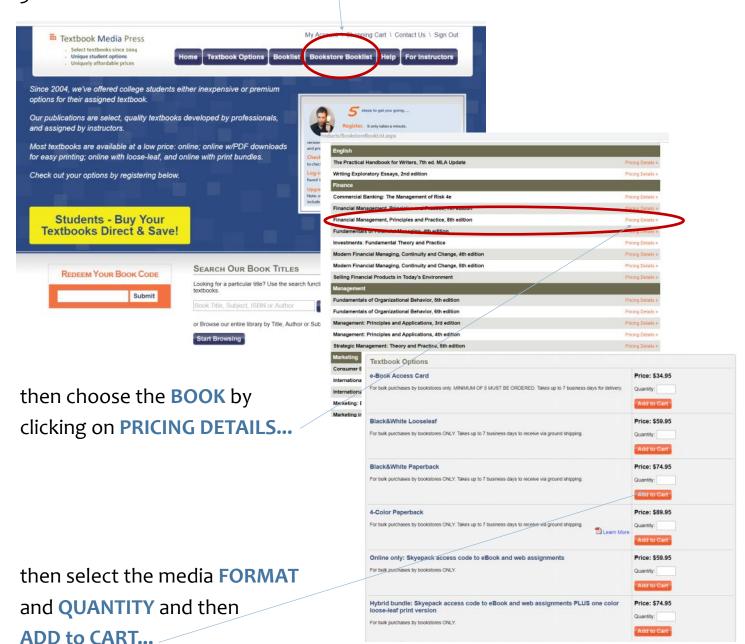
Textbook Media

Select Textbooks Since 2004. Unique Student Options. Uniquely Affordable Prices.

Bookstore Policy – 2019/2020

How To Order

- 1. Go to our **bookstore fulfillment website**. (www.textbookmedia.com)
- 2. If registered, log-in. If not registered please do so. Select **BOOKSTORE** for type of user. Save the username (email address) and password for future visits.
- 3. Go to the **BOOKSTORE BOOKLIST...**



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How To Order (continued...)

- 4. Please note there are **MULTIPLE MEDIA FORMATS** to choose from, including digital and printed media. **All printed media are print-on-demand items.*** The black & white paperbacks and loose-leaf take up to 7 business days for delivery. The 4-color paperbacks take up to 14 business days, including the ground shipping delivery time.
- 5. You'll be asked to provide your shipping account number, and the credit card information (you are on *PayPal's* secure website for this step, which is designed to look like the rest of our website, but it comes with the tight security *PayPal* offers).
- 6. Once the order is placed, you will receive a confirmation by email. Your shipping and billing address and other information (not the credit card) will be retained for your next visit.
- * Please Note: Many students purchase their books directly from us, so most bookstores adjust their orders with that in mind, and only purchase enough to cover financial aid students and those without credit cards. We let you know this upfront so you don't get stuck with excess inventory, as the return policy stems from the print-on-demand system.

(See "Our Bookstore Policy" for more information).

For questions, please contact Karen Evans, Fulfillment Manager, at kevans@textbookmedia.com or at 651-224-2976.

We look forward to working with you.