

**PRICE LIST SUMMER 2020**

\*\*We must have a completed, current, billing and shipping form on file before your order will be processed\*\*

<b>Textbooks</b>	More than 500 .....	Contact for Price Quote
	250-499 .....	\$10.25
	100-249 .....	\$10.95
	1-99 .....	\$12.50

- **A Purchase Order is required prior to the processing of your order. Let us know if you need an invoice to issue a Purchase Order. We will expedite it for you.**
- **You may use the same P.O. number for textbooks and library books.**
- **\$300.00 minimum invoice.**
- **If you send fewer than 10 copies of a single title, you will incur a \$1.00 up-charge per book.**
- **Books being rebound for a 2<sup>nd</sup> time will incur an additional \$3.00 per volume charge due to size, margin considerations, and precautions.**
- **Discounted price is based on number of volumes per invoice.**
- **Color copy reproduction of the original cover will be made whenever feasible.**
- **Partial/rejected books will be discarded at the bindery.**
- **Textbooks sent after **July 14, 2020**, please call to arrange return delivery by your school's start date.**
- **Reading books used in the classroom will be processed as textbooks.**

**P.O. MUST BE INCLUDED OR FORWARDED FOR EACH ORDER THAT REQUIRES A SEPARATE BILL.**

***Library Books and Paperback Binding***

<b>Books /Reference Books</b>	DigiCover / Cloth	\$12.50
	(Unabridged dictionaries and Atlases – call for a price)	
<b>Magazines</b>	Standard	\$15.50

Library books may be processed and invoiced separately and not returned with textbooks.

**\*\*\*Use a separate P.O. for library books.**

***Transportation and Packing***

- 100 volumes or more may be picked up free of charge by our trucks if on regularly scheduled routes. **Pickups that are less than 100 volumes will be assessed a \$75.00 fee if on a regularly scheduled route.**
- To find out if you are in our distribution area and qualify for truck pickup, please complete the enclosed Pickup Request Form and e-mail to [custservice-ma@hfgroup.com](mailto:custservice-ma@hfgroup.com) or fax it to 617-242-3764. We will then evaluate your request and call you or e-mail you with a pickup date.
- Boxes should be no larger than 20" x 15" x 10" and weigh no more than 40 pounds.
- Please label all boxes with your school name and department.
- Orders must be ready for pickup when the driver arrives. Drivers will not return at a later time/date. The driver will not wait while you pack your order.
- A fuel surcharge will be charged at the time of invoicing. Fuel surcharge not to exceed 5% of the total order.
- Upon delivery, all returning shipments must be signed for by a school official, HF Group will not be responsible for any missing boxes after delivery.

**\*\*\*Prices subject to change without notice**

**TEXTBOOK PICKUP REQUEST FORM**

Complete and scan / email to [custservice-ma@hfgroup.com](mailto:custservice-ma@hfgroup.com)

**Purchase Order Number (required):**

FOR PICK-UP OR SHIPPING INFORMATION, YOU **MUST** COMPLETE AND EMAIL (OR FAX) THIS FORM AND A REPRESENTATIVE WILL CONTACT YOU. PLEASE RETURN THIS FORM BY **JULY 14**, but **June pickups are recommended to ensure timely delivery of rebound textbooks.** **Late orders will be accepted---Please call.**

Note: We will only be available for pickup once in your areas, at a specific time. If you miss your scheduled pickup, you will be asked to ship your order to us, which may mean that the books may not be returned prior to the start of the new school year.

**MINIMUM 25 BOOKS REQUIRED FOR PICKUP**

NAME OF INDIVIDUAL SCHOOL		SCHOOL DISTRICT	
PICKUP ADDRESS			Account Number
CITY		STATE	ZIP
HOURS OF OPERATION (SUMMER HRS)	BINDING CONTACT	CONTACT PHONE - INCLUDE EXTENSION	
	Cell Phone	E-MAIL	
LAST SCHEDULED DAY OF SCHOOL	START DATE OF NEW SCHOOL YEAR	SUMMER CONTACT (IF DIFFERENT)	
Rebinding Estimate: <input type="checkbox"/> More books than last year <input type="checkbox"/> Fewer books than last year		Accounts Payable Contact: Name: Phone: Email:	
Will the school system have a centralized pickup/delivery location? <input type="checkbox"/> YES <input type="checkbox"/> NO			

**REQUIRED AUTHORIZATION**

I have read the specifications and requirements for rebinding textbooks with HF Group. I am fully authorized to accept these terms and agree to follow them when sending books for binding.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

**If we do not receive a purchase order, this signature is your school system's authorization for HF Group to process and invoice your books.**

**Our payment terms are Net 30. Payments received after October 20 will be assessed a 10% finance charge.**

*(BINDERY USE ONLY)*

PICKUP IS SCHEDULED FOR	DATE/NAME OF CALL TO SCHOOL
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