



ST. HERMAN OF ALASKA BROTHERHOOD

10 Beegum Gorge Road, P.O. Box 70, Platina, CA 96076

Fax #: 530-352-4432

To Bookstores & Foreign Customers

DISCOUNTS

St. Herman Press offers the following discount schedule for either assorted or single-title orders to bookstores, based on a single ship-to address:

- 1 book 25%
- 2 – 4 books 30%
- 5 – 24 books 40%
- 25 – 49 books 41%
- 50 – 99 books 42%
- 100 – 249 books 44%
- 250 + books 45%
- There is an additional 5% discount with prepaid orders.

TERMS

NET 30 DAYS. All payments are due within 30 days of the invoice date.

SHIPPING POLICY

St. Herman Press ships book orders via USPS “Special Standard Mail.” Requests for special services (Next Day Air, 2nd Day Air, UPS, etc.) must be specified with each order.

Shipments will not be made to past-due accounts.

FOREIGN ORDERS

Orders placed from outside the U.S. Must be paid in U.S. Currency, either with a check drawn on a U.S. Bank or with an international money order in U.S. Currency. Payment for orders shipped via surface mail is due 90 days from the invoice date. Invoices are sent separately via airmail. Payment for airmail shipments are due within 60 days of invoice date.

STANDING OPEN ORDERS

Bookstores on our “Standing Open Order” list will receive new releases at special discounts. Five copies of the new release are shipped immediately off the press at a 45% discount.

Payment terms are NET 60 DAYS on Standing Open Orders. An additional 5% discount (on Standing Open Orders only) is given if your payment is post-marked within 30 days of the invoice date.

Reprinted books are also available at the special discount (for Standing Open Order customers) when they first become available. However, they will only be shipped upon request.

BACKORDER POLICY

We are committed to delivering your orders, promptly. We occasionally find ourselves out-of-stock and in between printings on popular titles.

St. Herman Press will immediately ship your backorders, without notice, as soon as they become available. Please notify us if you would like your backorders handled in a different manner.

RETURNS POLICY

St. Herman Press offers replacements or credit on returned merchandise. For damaged and defective returns, it is assumed that you will expect replacements—please specify if you have another preference. To insure proper credit for returns, please include invoice numbers, dates and applicable discounts.

Damaged Returns include any books received from St. Herman Press which—on arrival—are scuffed, torn, or otherwise unsaleable due to physical damage from shipping. These returns must be made within 30 days of invoice date.

Defective Returns include any books received from St. Herman Press which—on discovery—have missing, out of sequence, or blurred pages. These may be made as soon as they are discovered.

Overstock Returns may be made 90 days after the date of invoice. Those made within 6 months of purchase require no prior authorization; those made after 6 months require prior written authorization.

NOTE: Please pack all returns tightly. Include copies of any required authorizations and supporting documents to facilitate the processing of credit to your account. Allow 30 days from your shipping date to receive confirmation of credit to your account.

We accept returns which meet the following criteria:

- Those books purchased on St. Herman Press invoices, only. Any returns of purchases through distributors and wholesalers must be processed independently with these firms on their terms.
- Overstock Returns must be received in saleable condition. Any received in unsaleable condition (shelf-worn, dog-eared, damaged in return shipment, price-marked, etc.) will be deducted from the credit request and returned at the customer's expense by the least expensive form of post available.

Glory to God for All Things!