# **Textbook Rebinding Procedure**

## Perma-Bound Textbook Rebinding Procedure

Contact Customer Care Department, 800-637-6581 and arrange to have the books picked up. There is no charge for pick up or delivery. The order will be invoiced after completed and shipped. The invoice will be sent to you by mail. After receipt of the invoice, create a Free-Text shopping cart and attach the invoice. The product category will be Textbook Non-Adopted (5510).

#### **Shipping Procedure**

The shipping method will depend upon the amount of books to be picked up and returned. For a large amount, Perma-Bound will arrange for a truck line to pick up and return the order. For smaller amounts, they will arrange for UPS to pick up and return the order. There will be a packing slip in the return shipment; you can contact our local representative Carolyn Chapman, (702-659-1167) or carolynchapman@perma-bound.com for assist with the ordering process.

## **Pricing for Rebinding**

Used Textbooks, 10 book minimum per title \$12.25.

# **Shopping Cart Description**

Description should be as listed below:

Textbook, Rebinding

Internal Note: (include invoice#)

#### **Perma-Bound Contact Information**

Perma-Bound (10004105)

Customer Care Department

800-637-6581

Local Representative – Carolyn Chapman

702-659-1167

Email: carolynchapman@perma-bound.com