



**We provide educational support services for individual, family & school district clients to create & encourage lifelong readers.**



## ORDER BOOKS EASILY ONLINE!

**Set Up an Account** (skip this step if you already have one!)

- Click the "Log In" button in the top right corner of our website
- Select "Create An Account," and then fill in the required information, including your school name
- Check your email for a message from us confirming that your account has been activated.
- Click on the link in the email to activate your account

**Find Books & Add to Your Cart**

- Use the "*Search for Anything*" dropdown menu at the top of the page to search by keyword, title, author, publisher or ISBN (barcode on the back of books).
- Check out the "*Featured Lists*" dropdown menu for an extensive library of curated lists on hot topics, as well as popular series and authors
- You can also use the "*Browse*" button to check out lists of bestsellers, new releases and future releases. Use the filters to narrow down results based on availability, authors, subject, format, date published, and age of reader.

Simply add an item to your cart by clicking the green "Add to Cart" button. Items in your cart will be saved until you're ready to complete your order.

**Finish Up: Quotes, Invoices & Delivery**

When you've finished shopping, checkout by clicking the shopping cart icon in the top right of the page and proceed as you normally would! You can "*Request a Quote*" before finalizing your order, or simply request that we "*Invoice*" the order as submitted and place the orders!

*NOTE: If your school discount does not automatically appear, we will adjust things at our end and send you a revised total. We will also contact you if we have any questions about your order/quote.*

