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AUTHOR EVENT & ORDERING INSTRUCTIONS — US & CANADA

Authors are required to order book copies via [our website](#) due to the strict guidelines required for encrypting credit card data. You will be able to place your order starting 30 days prior to the on-sale date of your book. Enter promo code **AUTHOR40** in the 'Discount Coupon' box to apply your 40% author discount.

When ordering books, please note:

- **We strongly encourage you to select a UPS, trackable insured shipment method. While economical, USPS is unreliable and uninsured, unnecessarily putting your event and your order at risk.**
- [UCPress.edu](#) requires full payment via credit card at the time of online purchase on all author orders.
- Orders placed on our website with a discount code are charged sales tax.
- If you are pre-ordering your book, note that books will start shipping out about one month prior to on-sale date.
- Authors are responsible for the cost to ship the books.
- It should take about 2 weeks to receive your order (depending on your location and selected shipping speed).
- If books need to arrive by a certain date, you must select the appropriate, expedited shipping method.

EVENT TIMING

Events should be scheduled for **2 or more weeks after the on-sale date of the book**. This ensures that book copies will be available for the event. Please note that we cannot guarantee that book copies will arrive in time for events scheduled earlier than this timeframe.

- Please let your publicist know about any upcoming events.
- Allow up to two weeks for standard ground delivery. If an order is placed on a tighter time schedule, books may not be available with ground shipping. If stock is available, you/the venue are responsible for paying for rush shipping.
- We are unable to arrange for books to ship directly from a printing facility to an event location.

ACADEMIC BOOK TALKS

Most academic institutions are not set-up to handle book sales. Instead, we recommend providing event attendees with the link to your book and your promotional book flier (see the "create a flier for this title" link on your book page) and encouraging them to order online. You can also contact your college bookstore to let them know about your event and encourage them to stock your book.

If you still would like to have book copies available at your book talk, follow the above instructions to place an order on our website using your author discount. Please make note of our timing guidelines and ensure you place the order far enough ahead of the event. We recommend asking another faculty member or student to help you process book sales



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on-site via an app like Venmo.

BOOKSTORE EVENTS

Most bookstores have an existing relationship with our book distributor Ingram and can place their book orders by contacting Ingram Publisher Services at IPJacksonOrders@ingramcontent.com or by calling [800-343-4499](tel:800-343-4499) (or by ordering from their preferred wholesaler). Bookstores can also contact their UC Press sales representative to purchase stock for author events. If the bookstore has any questions about placing the order, please have them contact our Sales Manager Cris Cooke at ccooke@ucpress.edu.

AUTHOR EVENTS AT OTHER NON-BOOKSTORE VENUES

We recommend that non-bookstore venues purchase books via the [UC Press website](#) using our 40% promo code **EVENT40**.

- If the venue cannot purchase via ucpress.edu, the venue must establish an account with Ingram by contacting Ingram at [800-343-4499](tel:800-343-4499).
- Shipping cost must be determined by calling an IPS customer service rep at [800-343-4499](tel:800-343-4499).

If the venue is interested in placing a bulk order of over 100 copies, please contact our Sales Manager Cris Cooke at ccooke@ucpress.edu for our bulk discount.

HOW TO RETURN UNSOLD COPIES FOR CREDIT

Individuals (not bookstores) can receive credit for unsold copies in resalable condition by returning the books to:

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Attention: RETURNS Department 193 Edwards Drive
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- Returns are shipped at the customer's expense.
- Allow 4 full weeks for the credit to appear on your statement.
- Include a copy of the original paperwork with the return.
- Once the return has been processed, a refund will be issued to the purchasing card.



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INTERNATIONAL AUTHOR EVENT & ORDERING INSTRUCTIONS

International authors should order their book through the appropriate distributor noted below. When ordering, please identify yourself as the author to staff taking your order and your 40% author discount will be applied to your order.

INTERNATIONAL EVENT TIMING

Our books are available internationally one month after the official domestic on-sale date. International events should be scheduled at least 6 weeks after the official on-sale date to ensure copies will be available.

- Please let your publicist know about any upcoming events.
- Allow at least two weeks for standard ground delivery from our relevant international distributor. If an order is placed on a tighter time schedule, books may not be available with ground shipping. If stock is available, you/the venue are responsible for paying for rush shipping.
- We are unable to arrange for books to ship directly from a printing facility to an event location.

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