



2011 “E” Book Project Information and Guidelines

Web Site

The Eduproject website is www.eduproject.com. Make sure you check out the site from time to time. You will find accounting and prize request forms here also.

Re-Orders

If you sell out of books you can order more. We request a payment for what you have sold up to that point.

Prize Program

The Prize Program details are posted on www.eduproject.com. The deadline for your sellers to be counted for Top Seller consideration is November 30th.

Payments and Deadlines (This is very important so please write this down)

Payments: Your two-month sales period begins from the date you receive your books. First payments to Eduproject are due after your first 30 days or so of sales and a final payment is due after completion of your sales at 60 days or sooner. If you need to sell beyond 60 days (2 mo.), contact us to request and extension. A final accounting and payment for all fall participants without having submitted an extension request is Dec. 16th. Submit your 30 day payment along with the Mid-Point Accounting Form and the final payment along with the Final Accounting Form. If you are only selling for 30 days or so, please just submit a Final Accounting and your payment. **All checks are to be made out to YOUR school or organization for \$10 per book and then you cut us a check for \$4 per book sold.** Please DO NOT accept checks made out to Eduproject, Colorado Education Project or “E” Books. Be sure they are made out to your group!

Sales Table Days at King Soopers or City Market

All participating schools/orgs. are welcome to schedule sales days at their local King Soopers/City Market to take advantage of the customer traffic. To set a sale date, speak to the store manager.

Point-of Sale Program

In addition to King Sooper’s amazing coupon section and school support, they will also have the “E” Book available for purchase at over 90 Front Range locations with sales proceeds going to support Newspapers in Education (NIE). The purpose of NIE is to promote literacy and civic awareness, to foster kid-safe Internet opportunities, and to provide a voice for Colorado youth through in-paper content. To learn more about N.I.E. please visit www.postnewseducation.com. The benefit from these sales will be felt throughout the Front Range, and King Soopers will actively help to advertise the product and increase consumer awareness. This way everybody benefits! Having King Soopers/City Market as a major purchase alternative to participating schools or

organizations help ensure that we can continue to provide the highest possible profit to education through “E” Book sales. King Soopers/City Market is a logical purchase option for a substantial segment of Front Range residents who do not have direct access to a school or organization selling books. This partnership should not be viewed as competition, but rather an opportunity. Outlets of Colorado, Gunther Toody’s, University of Denver Bookstore and The Tattered Cover Bookstore will also be “E” Book point-of-sale locations with proceeds benefiting a program of their choice.

Coupon Redemption Issues

From time to time “E” Book customers may have coupon rejected by a participating merchant. This is not common, but it may occur. In most cases it is simply a misunderstanding. If this happens to you or one of your customers, please inform us immediately. Please provide the merchant name, specific store location (street and city) and customer name, phone number and email. We will do our best to address the situation.

Email

Email is our preferred method of updating all of our participants throughout the fall sales period. Updates many times include attachments in Adobe PDF format. If you don’t have Adobe Acrobat Reader, the program that reads PDF’s, you can download it for FREE from www.adobe.com.

Closing

If you have any reported problems with merchants or are having problems with sales, please let us know. We can’t help if we don’t know! We trust you will be pleased with this year’s “E” Book Project and we are excited to see you all succeed! Please let us know if you have any questions or comments.