



## Payment Instructions:

**Phase 1:** Schools have the option of collecting preorders for students that would like to skip the line and go directly to the signing table. The school will collect the money, and **7-days** prior to the author visit an electronic invoice will be sent via email. The electronic invoice will collect the following information:

- √ Credit card number
- √ Name as it appears on credit card
- √ Expiration date
- √ 3-digit security code (on the back of the card)
- √ Mailing address for the credit card account

*Note: I will also need a copy of the order form so that I can prepare the order (this will be emailed separately from the invoice.)*

**Phase 2:** During the book signing students who did not preorder will have the opportunity to purchase books at the table. These students must bring exact cash for the books. Card will also be accepted if they have it.

**Phase 3:** Students that did not purchase a book but wanted to after the assembly, will have an opportunity to purchase up to **10-days** after the visit. These students will submit their payments to the school. 10-days after the visit, an invoice will be sent, along with an order form, to fulfill the orders. The remaining books will be shipped to the school within **10-20** business days.