

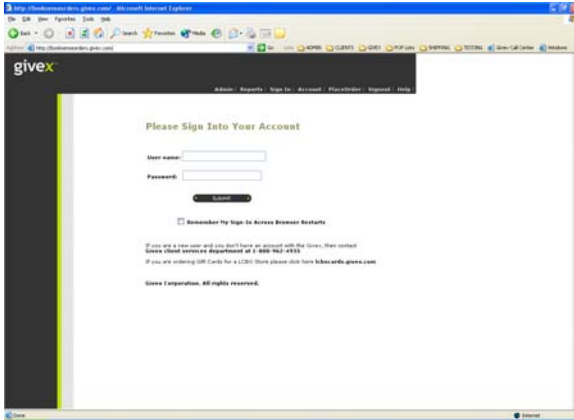
booksenseorders.givex.com

Book Sense Gift Card Reordering Site

March 2005

Submitted By:

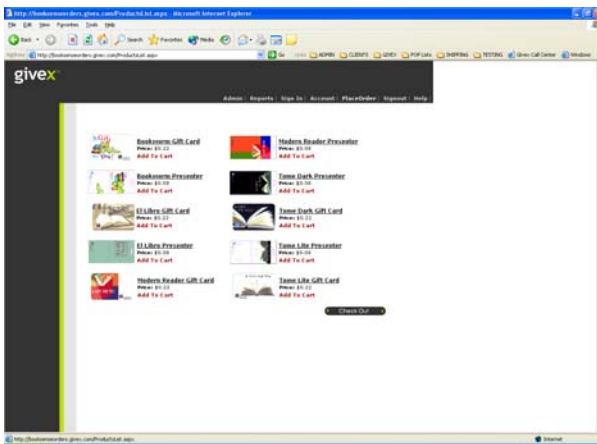
givexTM



Logging into the site

Open a new web browser and type in booksenseorders.givex.com on the address line. Do not type www before the web address.

Log in to the site using the user ID and password provided to you by Givex. It is the same user ID and password used to log into store.givex.com. If you have lost your login and password, please send an email to aba@givex.com



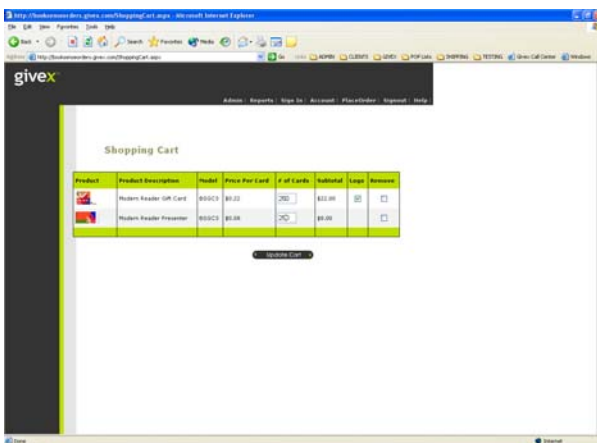
Place Order

To order cards and/or presenters, select the **Place Order** link on the top right banner.

If there are no items in your shopping cart, select the **Add to Cart** button to add an item to your shopping cart.

To see a larger view of a card or carrier, select the name of the item.

The item that you have selected will appear on the **Shopping Cart** screen.

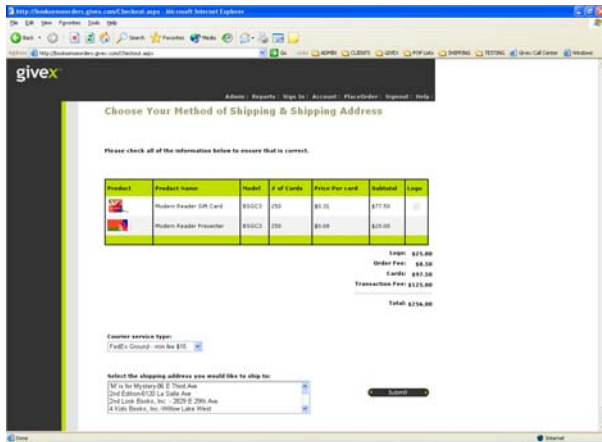


If you are reordering imprinted cards, click the box marked Logo. When a '√' appears in the box, press the **Update Cart** button. If your original order was for generic cards and you would now like your logo imprinted on the new cards, click the box marked Logo. When a '√' appears in the box, press the **Update Cart** button. Email your logo to lindaf@bookweb.org. Please make sure your logo adheres to the logo guidelines. All logos must be black & white, in 300dpi, and in tif, jpg or eps format. Logo dimensions should not exceed 1.13" X 1.13".

If you require a pdf proof, select the box under the column marked Proof. When a '✓' appears in the box, press the **Update Cart** button. Please be aware that a proof incurs additional fees (approximately \$45) and adds 2-3 extra days onto the production time.

Please be advised that if you have made an error in your ordering selection, you may select the **Correction** button to make changes.

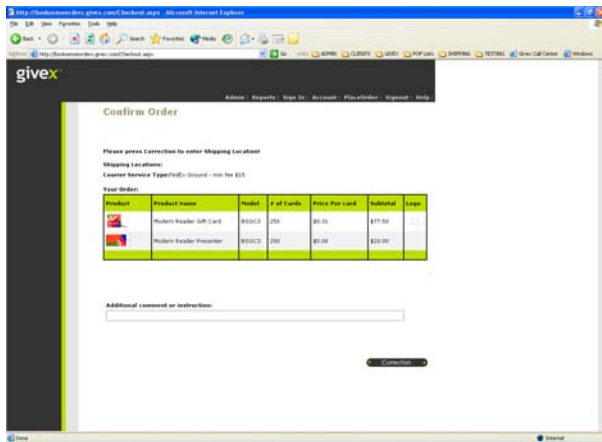
If you have selected a logo, the logo field box may appear invisible. This is normal.



Choose method of shipping

Select the location that you would like the cards shipped to. If you only have one location, please select that location. (Click on the address to highlight your delivery location.)

Press SUBMIT

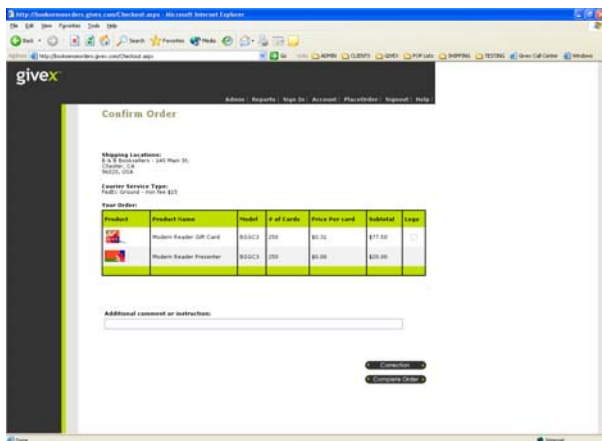


Confirm order

Review your order. If you want to change your order select the **Corrections** button.

If everything appears accurate, press **Complete Order**. You will be emailed an order confirmation that includes your order number and the items that were ordered.

NOTE: Items will be shipped from Ontario, Canada, via **Fed-Ex GROUND**.



Please choose **FedEX GROUND** to ensure that shipping charges are kept to a minimum. **No** orders will be shipped **OVERNIGHT unless CLEARLY** specified by the bookseller in the **COMMENTS** box.

All shipments are based on weight. As a reference, a box of 500 cards and backers is approximately 15 lbs. As a reference, all shipping is sent by FedEx GROUND and a minimum charge of \$15 will apply. All overnight shipments will be subject to a minimum charge of \$40.

Taxes and shipping costs will be calculated once the order is submitted and will be on your next invoice. Please note that the shipping cost is based on your chosen method of shipping, the number of cards & presenters ordered (weight), and the ship to location.

Account

To view your outstanding orders, select the Account button on the top navigation. To print a copy of the outstanding orders, press the printer icon.

Sign Out

To log out of the booksenseorders.givex.com website, select the Sign Out button on the top navigation

Card Fulfillment Timing

Cards that are being imprinted will be delivered between 10 – 15 business days. Generic cards will be shipped out within 5 - 7 business days.
