



## 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 4 months prior to the on-sale date of your book.

To place an order, visit your book page on our website. Under “Buy” select UC Press. Enter promo code **AUTHOR40** in the “Discount code” box to apply your 40% author discount.

When ordering books, please note:

- ***We strongly encourage you to select a UPS, trackable insured shipment method. Please avoid the free “economy mail” option. While economical, this option via USPS is unreliable and uninsured, putting your event and your order at risk.***
- Orders placed on our website with a discount code are charged sales tax.
- If you have a sales-tax exemption certificate, you need to set-up a sales-tax exempt account with Ingram, our books distributor. You can begin the process [here](#).
- [UCPress.edu](#) requires full payment via credit card at the time of online purchase on all author orders.
- Authors are responsible for the cost to ship the books.
- If you are pre-ordering your book, note that books will start shipping out about one month prior to on-sale date.
- 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 via UPS.

## 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.
- We recommend placing event orders as early as possible, and at least 3 weeks before the event to ensure books arrive in time.
- 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 flyer (see the “Download Flyer” 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 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 [IPSJacksonOrders@ingramcontent.com](mailto:IPSJacksonOrders@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](mailto: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](http://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](mailto: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:

Ingram  
Attention: RETURNS Department 193 Edwards Drive  
Jackson, TN 38301

- 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.

### **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.
- We recommend placing event orders as early as possible, and at least 3



weeks before the event to ensure books arrive in time.

- 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.

### **FOR ORDERS OR EVENTS IN AUSTRALIA/NEW ZEALAND**

Wiley Australia

Email: [custservice@wiley.com](mailto:custservice@wiley.com)

Phone: 1-800-777-474 (within Australia) or + 6-173-859-9611 (from overseas)

Fax: 07 38599627

[www.wiley.com/en-au/contactus](http://www.wiley.com/en-au/contactus)

*Please only contact for questions about: price and availability, quotes, order processing, order tracking and delivery, and credit, returns, refunds.*

### **FOR EVENTS OR ORDERS IN: THE UK, EUROPE, INDIA, PAKISTAN, SRI LANKA, BANGLADESH, AFRICA, THE MIDDLE EAST OR COUNTRIES IN THE FORMER SOVIET UNION**

John Wiley & Sons Ltd European Distribution Centre

New Era Estate

Oldlands Way

Bognor Regis West Sussex PO22 9NQ UK

Phone: +44 (0) 1243 843291

Fax: +44 (0) 1243 843302

Email: [customer@wiley.com](mailto:customer@wiley.com)

*Please note, in accordance with PCI DSS and best security practice, we do not accept credit card details via email. Call the phone number above to place orders and have your credit card and order information ready. All prices are subject to change without notice.*

### **FOR ORDERS OR EVENTS IN SOUTH AMERICA OR EAST / SOUTHEAST ASIA**

Authors based in South America or East / Southeast Asia who would like to purchase additional author copies should email Sales Manager Cris Cooke at [ccooke@ucpress.edu](mailto:ccooke@ucpress.edu).

Vendors hosting authors for events in South America or East / Southeast Asia should contact Ingram to order books:

Ingram Publisher Services

IPS — Jackson

210 American Drive

Jackson, TN 38301

Phone: 1-800-343-4499 (Toll free; U.S. & Canada only; 8:30 a.m. to 5:00 p.m. EST.) Fax: 1-800-351-5073

Email: [IPSJacksonOrders@ingramcontent.com](mailto:IPSJacksonOrders@ingramcontent.com)

*In accordance with PCI DSS and best security practice, we do not accept credit card details via email. All direct orders must be prepaid by credit card, check, or money order. Checks must be in U.S. dollars drawn on a U.S. bank. All prices are subject to change without notice. Shipping time is two to eight weeks. Electronic orders from retailers and wholesalers should be submitted to SAN 631760X.*