



ASTD PRESS
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ASTD Chapter Book Sales Agreement

ASTD Press offers to any ASTD Chapter the unique opportunity to have put on an ASTD Bookstore at its Chapter meeting and/or special event. The terms of such an agreement are as follows:

1. The local ASTD Chapter will provide to the ASTD Press Department a list of ASTD Press titles it wishes to sell at its event (The minimum total order is 25 books). These titles can be selected by the Chapter representative, or in coordination with the Press Department. Final selection of titles should be submitted to the Press Department, along with a signed Chapter Book Sales Agreement, no later than **21** days before the ASTD Chapter event begins. Once the order has been placed, the ASTD Chapter should expect to receive an invoice from ASTD for the entire shipment (this invoice does not need to be paid at this time, but should wait for # 2 and #3 below). The Chapter will be billed for units shipped at 50 percent discount off member price.
2. The local ASTD Chapter will purchase selected units with the following conditions:
 - a. Sales price for all titles is considered to be the ASTD Member price and this is the price that will be offered the Chapter event attendees.
 - b. The ASTD Chapter is responsible for the display and marketing of titles to its attendees.
 - c. The ASTD Chapter is responsible for the collection of all proceeds from the sale of all ASTD Press titles, including responsibility for payment of any business licenses, taxes, or other costs associated with the sales of these items for the Chapter event.
 - d. The ASTD Chapter is responsible for shipping & handling charges to the ASTD Chapter event.
3. Within 30 days following the event, the ASTD Chapter will have returned at its own cost, unsold titles (in resalable condition) to the ASTD fulfillment warehouse including appropriate packing slip and returns paperwork. The Chapter will receive a revised invoice from ASTD once the return has been processed.
4. If the unsold items are not returned within 30 days and in resalable condition, the local ASTD Chapter accepts responsibility for the entire order shipped to its event and will pay ASTD the amount on the original invoice. Payments for revised invoices are due upon receipt.

These terms and conditions are accepted by the ASTD Chapter _____ (name)

By _____ (Chapter officer) _____ (date)

Shipment to be sent to: _____ (name)

_____ (address)

_____ (address)

_____ (phone number and email address)