



REGULAR BAPTIST PRESS TRADE DISCOUNT SCHEDULES AND TERMS

Please read carefully. Some details may have changed.

BOOKSTORE QUALIFICATIONS

1. Bookstore must be open to the general public during regular business hours at least 5 days per week.
2. Bookstore must have a retail business tax-identification number and be registered as a retail business.
3. Bookstore must have a visible outdoor sign.
4. Bookstore must have a full-time retail sales staff.
5. Bookstore must agree to trade terms as detailed in this document.
6. Bookstore must complete the application process and be approved.
7. Bookstore must sell directly to retail customers.
8. Bookstore may not act as a distributor reselling RBP resources to other retailers.

ORDERING INFORMATION

Ordering Hours: 8:00 A.M.–5:00 P.M., Monday–Friday (Central Time)

Phone: 1-800-727-4440 or 1-847-843-1600

Fax: 1-847-843-3757

Web: www.regularbaptistpress.org E-mail: orders@rbpstore.org

Mail: Regular Baptist Press
1300 North Meacham Road
Schaumburg, IL 60173-4806

Include your account number, billing address, and shipping address with all orders.

DISCOUNTS TO APPROVED BOOKSTORES

Sunday School Curriculum (items 1001–2999)

Orders up to \$499 retail	25%
Orders \$500 retail and over	35%
Drop shipments to customer locations	10%

Vacation Bible School (items 30000-31000)

Orders up to \$499 retail	25%
Orders \$500 retail and over	35%
Drop shipments to customer locations	10%

RBP Book Publications (items 5001–5500)

Single copy	25%
2–4 copies	35%
5–49 copies	42%
50–199 copies	45%
200–999 copies	50%
1,000 copies	55%
Drop shipments to customer locations	10%

RBP Tracts, Certificates, Cards (items 4001–4999 and 5501–5557)

Any quantity	35%
Drop shipments to customer locations	10%

Other Publishers' Products (6000-8999)

We do not act as distributors for other publishers' products. These products are carried to provide churches with additional Christian education resources. We, therefore, can offer only minimal discount on product that is not ours (catalog product numbers that do NOT begin with **RBP** or **ISBNs 0-87227 or 1-59402**).

The following discounts are for multiple copies of a SINGLE TITLE ONLY and cannot be combined.

1-10	10%	50-99	25%
11-24	15%	100-499	30%
25-49	20%	500 or more	35%

Drop shipments to customer locations 10%

NOTE: These products **cannot** be returned for credit.

There is no discount or free items on retail promotional, special value, or multi-packaged resources (e.g. free postcards with 10 Bible studies, discounted sets of books or other items).

SHIPPING INFORMATION

1. All orders are shipped FOB Schaumburg, Illinois. We use the most efficient available method to ship to all accounts (primarily UPS Ground). We waive responsibility for any order shipped 4th class mail at a customer's request.
2. If your shipment is damaged, please notify the delivery agent at the time of delivery. Check your shipment before signing for it to make sure you are receiving the correct number of packages. All merchandise damaged during shipping must be claimed within 30 days of receipt.
3. Report any shipment lost by UPS (or other traceable carrier) to the Customer Service Department of Regular Baptist Press. We will contact the carrier on your behalf and locate your shipment or replace the lost order.
4. A packing slip will accompany every shipment and should be used to verify your order for accuracy.
5. Shortages or overages must be reported within 10 days after receiving the shipment. Defective merchandise will be replaced at no cost.

BILLING PROCEDURES

1. A separate invoice is issued for each shipment and will follow by mail. All payments are to be made from the invoice.
2. Invoices are due and payable 30 days net.
3. Orders will not be released to any account with an outstanding balance more than 60 days old until payment is received. Regular Baptist Press will deal directly with churches unable to get their product from a retailer who has been put on hold.
4. Invoice or statement errors must be reported to "Accounts Receivable" within 10 days of arrival to receive any adjustments.

RETURNS

General Information

1. You must request a Return Authorization (R.A.) number by phone or in writing before sending any product back.
2. All returned merchandise must be in sellable condition (e.g.; products that are discontinued, damaged, or contain dealer marks or labels will not be accepted for credit).
3. All returns must be shipped prepaid to our Schaumburg address. Please mark the number of boxes if sending more than one.
4. The following must accompany any return: (item a and either b or c)
 - a. The R.A. number clearly visible on the outside of the container(s) or box(es)
 - b. A packing slip listing the products being returned, your account number, invoice number, R.A. number and billing address
 - c. A copy of the original invoice with items to be returned clearly identified and R.A. number included.
5. Product sold in package quantities must be returned as a complete package.

Returns that do not follow the procedure outlined above will be credited at 45% of the retail price. (e.g., you would get \$4.50 credit on a \$10.00 retail item)

Curriculum Returns

1. You may return up to 15% of your total quarterly purchase amount.
2. All curriculum returns must arrive in Schaumburg by the end of the quarter for which they were printed.
3. Undated Adult and Senior High electives may be returned if the course is still in print. Call to confirm before returning. Product must be returned no later than 12 months from the invoice date.
4. Outdated, discontinued, or damaged items are not returnable for credit.

Vacation Bible School

1. You may return up to 15% of your total annual VBS purchase amount, excluding Starter Kits or package deals.
2. Starter Kits must be returned by July 31.
3. All other VBS returns must arrive in Schaumburg by September 15.
4. Music and other media resources (CD-ROMs, etc.) must be unopened.

RBP Book Publications

1. Credit will be issued for books received in perfect condition no later than 12 months from invoice date.
2. Books may not be returned before 4 months or after 12 months from date of purchase.

Non-RBP Products

Items produced by other publishers (e.g. catalog product numbers that do NOT begin with **RBP** or **ISBNs 0-87227** or **1-59402**) cannot be returned.

Regular Baptist Press donates the majority of returned and overstock items to missionaries and developing churches through the ministry of Gospel Literature Services to help spread the gospel worldwide.

All prices and terms are subject to change without notice.