



CHRISTIAN LIBERTY PRESS

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A MINISTRY OF THE CHURCH OF CHRISTIAN LIBERTY SINCE 1984

SCHOOL-CHURCH POLICIES

Effective – January 1, 2016

A school-church customer¹ is one who purchases products for students, classes, clients, etc., rather than for resale.

In addition to school-church customers, Christian Liberty Press offers specialized discounts to distributors (customers who purchase products for resale rather than for students, classes, clients, etc.) For policies specific to distributor customers, see the document *Distributor Policies*. It should be noted that both types of customer accounts can be set up as either prepaid or billing accounts. The only difference between the two is the discount scale.

Companies, groups, or individuals that cannot meet the requirements of either customer type are considered retail customers and are only eligible for the discounts found on our website.

Limitations

International school-church customers² may only establish prepaid accounts; they are not eligible for billing accounts. Also, physical sample/review copies are not available to international customers.

SCHOOL-CHURCH CUSTOMER REQUIREMENTS

In order to be eligible for a school-church discount, a prospective customer must provide a copy of its business certificate or similar official documentation identifying the organization, or (if applicable) a copy of its tax-exempt letter.³ These documents must accompany your first order.

OPENING AN ACCOUNT

Christian Liberty Press (CLP) offers two kinds of accounts to its school-church customers: “Prepaid Accounts” and “Billing Accounts.” All new customers must complete either the *Prepaid Accounts Application* or the *Billing Accounts Application*, depending upon the kind of account they wish to establish (international school-churches must select the prepaid account option). Note that, regardless of the kind of account being requested, the first order must be prepaid.

SCHOOL-CHURCH ACCOUNT LEVELS

After your first order, you will be considered a “new” school-church for the duration of the first calendar year. Once the next calendar year begins, you will become an “existing” customer, and

¹ Also applies to any not-for-profit organization that is not seeking to become a distributor customer.

² International is defined as any foreign country, including Canada.

³ A tax-exempt letter is necessary to ensure that orders will be tax exempt.

your discount level may change depending on the total dollar amount of products purchased in the previous calendar year.

Your First Order

Once we receive your application, your account will be established. After your first order is processed and shipped, you will be considered a “new customer” for the duration of that calendar year. If you have applied as a billing account customer, we will verify your references and set up a Net 30 for future orders.

After your account has been set up, you will receive confirmation of your account information. This will be sent independently from your first order and will not affect the processing of that order.

Your first order must be prepaid, regardless of the kind of account you have requested (see *Prepaid Accounts*).

New School-Church Accounts

School-churches who open an account during the first calendar year are considered to have new customer accounts, and their discount is preset at 30% for that year. At the end of your first calendar year, you will become an “existing customer” (see below), and the level of your discount may change.

Existing School-Church Accounts

An existing school-church account is an account that was established in a prior calendar year.

The discount level for an existing school-church is determined by the sum total of your orders (of both CLP and third-party products) for the previous calendar year. This discount will be used on all applicable products for all orders placed during the current calendar year—regardless of size. In January of each year, your discount level will be recalculated based on the sum total of the orders placed during the previous calendar year. See *Discount Scale* for the discount scale.

CREDIT LIMIT

Credit limits are established for billing accounts only. They are generally based upon company size, credit references, and the amount of the first order. If you wish to have your credit limit adjusted, please contact us.

PREPAID ACCOUNTS

By definition, each order in a prepaid account is paid at the time the order is placed. Orders may be submitted by email, mail, phone, or fax. Do not use the website to place an order; it is designed for retail customers only and will not properly apply your discount.

Shipping and Handling Information

Christian Liberty Press uses exact shipping costs when processing orders. Unless you are using your own shipping company, contact us for shipping arrangements when placing your order. For international orders, we will contact you with the exact amount prior to shipment. Additional shipping and handling information can be found under *Order Processing/Shipping*.

Payment/Billing Information

Christian Liberty Press accepts check, money order, MasterCard, VISA, and Discover card. For international orders, we only accept wire transfers and international money orders in U.S. funds and drawn against a U.S. bank. We reserve the right to hold domestic checks and international money orders until they clear before processing your order. Payment by check or money order must be made payable to “Christian Liberty Press.”

There is a \$20 service charge for every returned check. All bank fees and shipping or freight charges are the responsibility of the customer.

BILLING ACCOUNTS (Domestic only)

Billing accounts are those in which payment may be made up to thirty (30) days after the order is shipped. Orders may be submitted by email, mail, phone, or fax (do not use the website to place an order; it is designed for retail customers only and will not properly apply your discount). Payment may accompany your order, but is not required. Exact shipping will be determined at the time your order is processed and will be added to your total.

Shipping and Handling Information

Unless you are using your own shipping company, the exact shipping cost will be applied to your order. Additional shipping and handling information can be found under *Order Processing/Shipping*.

Payment/Billing Information

Christian Liberty Press accepts check, money order, MasterCard, VISA, and Discover card. We reserve the right to hold checks until they clear before processing your order. Payment by check or money order must be made payable to “Christian Liberty Press.”

Payment is due Net 30; within thirty (30) days of the date shipped. A service charge of 2% or \$10, whichever is greater, will be added to an unpaid balance for all accounts not paid by the due date. There is a \$20 service charge for every returned check. All bank fees and shipping or freight charges are the responsibility of the customer.

DISCOUNT SCALE

As noted above, the discount scale for existing school-church customers is determined by the sum total of all purchases made in the previous calendar year. (New customer accounts—those in their first calendar year—receive a preset discount of 30% on CLP products.)

Discounts apply to CLP products only.⁴ Although products from other publishers⁵ are not awarded the discount, they are included in the sum total used to determine the discount level of existing customer accounts.

Promotions and/or discounts offered to retail customers do not apply to school-church customers.

⁴ Includes all CLP products listed on the “Order Form”; does not include kits (curriculum kits and those products whose SKU begins with “KIT,” testing service materials, and items published by other companies). Discount does not apply to shipping charges.

⁵ Agreements with A Beka prohibit the sale of their products, as well as any CLP produced derivative works for A Beka products, to anyone except retail customers.

School-Church Discount Table

Discount Level	Sum Total of Previous Calendar Year's Orders
25%.....	\$0 to \$500.00
30%.....	\$500.01 to \$2,000.00
35%.....	\$2,000.01 to \$5,000.00
40%.....	\$5,000.01 and up

SAMPLE/REVIEW COPIES (Domestic only)

New customers (those in their first calendar year) may request physical sample/review copies of CLP materials on a Net 30 basis. After thirty (30) days, this invoice must be paid or the books returned. Charges for books returned in reusable condition (including shipping costs) will be removed from your account. Shipping costs for returning the sample/review materials to CLP are the responsibility of the customer.

Existing customers may request free physical sample/review copies of CLP materials if their account has been open for at least six (6) months and the total amount of orders for the current year is at least \$500. Customer accounts that do not meet these criteria will be processed on a Net 30 basis.

ORDER PROCESSING/SHIPPING

We attempt to ship all orders within one (1) business day of receipt (pending check/money order approval). However, please allow extra time for orders placed between July and September due to the heavy shipping season. Rush orders are subject to a \$25 processing fee.

No shipments will be made on an account while its balance is past due. Recurring delinquency may result in a loss of school-church status.

Christian Liberty Press reserves the right to refuse fulfillment of any order to any customer at any time.

Domestic Orders *Within* the Continental United States

All orders within the continental U.S. are shipped via USPS or UPS.

Domestic Orders *Outside* the Continental United States

All domestic orders outside the continental U.S. are shipped via USPS.

International Orders

All international orders are shipped via Priority Mail International. Insurance in the amount of 5% of the subtotal will be automatically added to your order. If you do not wish to have insurance added to your bill, please provide a signed and dated waiver letter with your order (see the document *International Shipping Insurance Waiver*). In the case of private carriers or collect shipments, the insurance charge will be waived automatically.

Insurance covers the replacement cost of materials in your order that have been subject to loss or damage while in transit. It also covers the equivalent shipping costs associated with your original shipment (for example, if your first shipment was sent by ground and you wanted your replacement shipment sent by air, the insurance would only cover the shipping costs equivalent to the ground rate).

The shipping insurance waiver must be submitted with each order placed. If CLP receives an international order without a waiver, it will be assumed that insurance is desired and the 5% charge will be added to your total.

All shipping and freight charges, import taxes, and/or special surcharges levied by the customer's country are the responsibility of the customer.

RETURNS

Orders are final and cannot be returned or exchanged unless the product is damaged or defective.

Any shipping discrepancies or damaged products must be reported within thirty (30) days. Christian Liberty Press cannot be responsible for orders that are not opened and examined in a timely fashion.

There is no time limit for reporting defective products.

CHRISTIAN LIBERTY PRESS CONTACT INFORMATION

Mailing Address.....502 West Euclid Avenue, Arlington Heights, IL 60004-5402

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