



# CHRISTIAN LIBERTY PRESS

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A MINISTRY OF THE CHURCH OF CHRISTIAN LIBERTY SINCE 1984

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## SCHOOL-CHURCH POLICIES

*Effective – March 15, 2018*

A school-church customer<sup>1</sup> 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.

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

All school-church customers may place orders by contacting us via telephone, email, fax, or regular mail. Orders may not be placed through our website—[www.shopchristianliberty.com](http://www.shopchristianliberty.com); it is designed for retail customers only and will not properly apply school-church discounts.

International school-church customers<sup>2</sup> may only establish prepaid accounts; they are not eligible for billing accounts. Also, physical sample/review copies are not available to international customers.

### 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). Please note that the first order must be prepaid, regardless of the kind of account for which you have applied.

In order to be eligible for a school-church discount, you must also provide a copy of your business certificate or similar official documentation identifying your organization, or (if applicable) a copy of your tax-exempt letter.<sup>3</sup> These documents must accompany your first order.

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

<sup>2</sup> International is defined as any foreign country, including Canada.

<sup>3</sup> A tax-exempt letter is necessary to ensure that orders will be tax exempt.

## **Your First Order**

Once we receive your application and order, a “new customer” account will be established and your order will be processed and shipped. For billing account applications, we will then verify references and set up a Net 30 for future orders.

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

## **New School-Church Accounts**

After opening an account, you will be considered to have a “new school-church” account, with a preset discount of 30% on Christian Liberty Press and Great Light Publications products<sup>4</sup> for the initial calendar year. At the end of your first calendar year, you will become an “existing customer” (see below), and the level of your discount will be recalculated.

## **Existing School-Church Accounts**

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

In January of each year, your discount level is recalculated based on 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—and will not change until the following January, when it is again recalculated. The discount levels are listed in *Discount Scale* below.

## **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. Credit limits begin at \$1,500, unless conditions warrant otherwise. 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**

The shipping cost will be determined at the time your order is processed and will be added to your total. We primarily ship via USPS Priority Mail and UPS Ground methods; insurance is included in this cost. If you have your own UPS shipping account or have arrangements with a freight company, we can utilize that information instead. In these cases, you are responsible for providing insurance for the shipment.

## **Payment/Billing Information**

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

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<sup>4</sup> Some restrictions apply. See DISCOUNT SCALE on page 3 for specifics.

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 (remember that the website cannot be used to place an order, as it will not properly apply your discount). Payment may accompany your order, but is not required.

**Shipping and Handling Information**

The shipping cost will be determined at the time your order is processed and will be added to your total. CLP primarily ships via USPS Priority Mail and UPS Ground methods; insurance is included in this cost. If you have your own UPS shipping account or have arrangements with a freight company, we can utilize that information instead. In these cases, you are responsible for providing insurance for the shipment.

**Payment/Billing Information**

Christian Liberty Press accepts payment by check; money order; and MasterCard, VISA, and Discover debit or credit card. We reserve the right to hold checks and 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.

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. Excessive late payments may also result in the loss of your billing account status and privileges (at the discretion of Christian Liberty Press).

**DISCOUNT SCALE**

As noted above, the discount scale for existing school-church customers is determined by the sum total of your 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 Christian Liberty Press and Great Light Publications only.<sup>5</sup> Although products from other publishers<sup>6</sup> are not awarded a 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.

**School-Church Discount Table**

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

<sup>5</sup> Includes all products listed on the “Order Form”; does not include kits (curriculum kits and those products whose SKU begins with “KIT”), testing service materials, CLP-produced materials for A Beka products (see #6 below), and items published by other companies. Discount does not apply to shipping charges.

<sup>6</sup> 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.

## **Minimum Orders per Year**

School-church customers must make at least one purchase per calendar year in order to keep their account active. There is no minimum dollar amount requirement. School-churches who do not meet this requirement will become inactive and must contact us to reactivate their account.

Inactive school-church customers will not receive written or electronic correspondence about product updates and new policies. In addition, those with a billing account will lose their billing account status and privileges. Reactivated accounts will be set up as prepaid accounts; a new Billing Account Application is required to reinstate the billing account status.

## **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 our 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. School-church 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.

We will ship your order by a method listed below, according to destination. Insurance is included in the cost. If you have your own UPS shipping account or have arrangements with a freight company or private company, we can use this information to ship your order (please provide this information when ordering). All shipping charges will come directly from the carrier and are not handled by CLP. In addition, you are responsible for providing insurance for the shipment.

Christian Liberty Press reserves the right to refuse fulfillment of any order to any customer at any time. No shipments will be made on an account while its balance is past due.

### **Domestic Orders *Within* the Continental United States**

All orders within the continental U.S. are shipped via USPS or UPS. Large orders may be shipped via UPS Freight. We do not ship orders using Media Mail or FedEx.

### **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 USPS Priority Mail International or USPS Express Mail International.

Per the United States Postal Service's (USPS) guidelines, shipping insurance is included in the quoted shipping cost. This insurance will cover loss of product, damage, or missing contents up to an amount determined by USPS. For further details, please visit their website at [www.usps.com/international/insurance-extra-services.htm](http://www.usps.com/international/insurance-extra-services.htm).

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 from the date the order is received. 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

Email Address.....custserv@christianlibertypress.com

Distributor Phone Numbers .....800-348-0899, press 4

.....847-385-2029, press 4

International Distributors .....847-385-2029, press 4

Fax Number .....847-259-2941

Web Address.....www.shopchristianliberty.com