



October 13, 2016

**RECEIVED**

OCT 17 2016

MIDWEST COLLABORATIVE FOR  
LIBRARY SERVICES

Midwest Collaborative for Library Services  
Attn: Ms Diane Mitchell  
1407 Rensen St #1  
Lansing, MI 48910

**RE: Ingram Special Offer Renewal**

Dear Ms Mitchell:

Please accept this offer renewal as notification that Ingram Library Services Inc. would like to continue providing library materials to the Midwest Collaborative for Library Services members at the following terms. Based on estimated annual expenditures of \$750,000, the special terms offered herein have been extended one year.

**Discounts:**

**Trade Hardcover:**

- 1 copy per title ..... 42.5%
- 2-5 copies per title ..... 43.0%
- 6-9 copies per title ..... 43.5%
- 10+ copies per title ..... 44.5%

**Trade Quality and Mass Market Paperbacks:**

- 1 copy per title ..... 38.0%
- 2-4 copies per title ..... 40.0%
- 5-9 copies per title ..... 41.0%
- 10+ copies per title ..... 42.0%

Library Bindings..... 20.0%

Short Discounted Titles ..... 5.0%

University Press..... 13.0%

Spoken Word Audio (Trade)..... 45.2%

Spoken Word Audio (Non-Trade)..... 20.0%

Playaway..... 20.0%

DVD / Blu-ray..... 28.0%

Net Titles ..... 0.0%

**Continuations and New Title Notifications/Standing Orders:**

With Ingram, these special discounts also apply to our Continuations and New Title Notifications/Standing Order Programs. Please visit our website at [www.ingramcontent.com/libraries](http://www.ingramcontent.com/libraries) or contact your Ingram Sales Representative for details.

**Freight Terms:**

Orders will ship with Ingram-paid freight from your primary and secondary distribution centers. Ingram does not currently assess any additional fees for shipping. However, given the unpredictable impact of rising oil prices, Ingram reserves the right to assess a fuel surcharge with notice. Ingram asks for your member's cooperation in account reduction and order consolidation so that we can continue to offer Ingram-paid freight to your libraries.

Shipping will be via best method, which may include order or account consolidation, shipping schedules or other account setting adjustments to maintain freight costs below 2% of invoice.

**Payment Terms:**

Payment terms under this offer shall be 1% 10 Days/Net 30 Days. Payment is required for invoices within these terms even when a purchase order has not been completed. Ingram does not invoice for items until they have been shipped. Ingram offers a 1% cash discount on payments made by check within 10 days of statement date. Payments must be postmarked by the 10<sup>th</sup> of the month to qualify for the 1% discount. For payments submitted via ipage or Automated Monthly EFT Draft, the 1% discount is extended to the 25<sup>th</sup> of the month. Credit card payments are not eligible for this discount. This discount is shown on your invoice and must be taken at the time the invoice is paid and cannot be taken retroactively. These additional savings can be substantial when you take advantage of the prompt payment discount.

While other vendors demand payment from invoice date, Ingram's terms are calculated on statement date at the end of each month. With payment due 30 days from statement date, the customer's payment is due an average of 45 days from invoice (30-59 days). Ingram reserves the right to assess a late charge on all past due invoices.

**Effective Dates:** Start Date: October 1, 2016  
End Date: September 30, 2017

**Account Information:**

This offer is extended to Indiana public and academic members of the Midwest Collaborative for Library Services. The terms and conditions of this offer do not apply to staff accounts.

It is the responsibility of each individual ordering agency to verify with Account Services that any new accounts are eligible and have been set up to order under this offer. Ingram cannot issue credit for accounts not following the proper procedures. Any item that is ordered prior to the start date of this offer is not eligible to receive the terms of this special offer. This applies to all backorders, standing orders, and firm orders placed prior

to the enactment of this offer. Libraries wishing to establish a new account will be asked to complete an Ingram New Account Application and Terms of Sale Form. When setting up an account under the terms of the contract, the Library will be asked to provide a copy of their tax exemption certificate.

**Ingram Contact List:** Members of the Midwest Collaborative for Library Services have toll-free telephone access to any Ingram point of contact at (800) 937-5300.

- Eric Shotwell, Senior Sales Representative ..... (248) 535-5962  
Email: [eric.shotwell@ingramcontent.com](mailto:eric.shotwell@ingramcontent.com)
- Colin Royal, Inside Sales Representative ..... Ext. 35772  
Email: [colin.royal@ingramcontent.com](mailto:colin.royal@ingramcontent.com)
- Customer Care..... Press Option 1, then 1  
Email: [ILSCustomer.service@ingramcontent.com](mailto:ILSCustomer.service@ingramcontent.com)  
*To Discuss Concerns or Issues Regarding Your Account*
- To Place an Order ..... Press Option 1, then 2
- Account Services ..... Press Option 1, then 3  
Email: [requirements@ingramcontent.com](mailto:requirements@ingramcontent.com)  
*To Set Up / Update an Account*
- To Check Stock Status ..... Press Option 1, then 4
- Toll-Free FAX Ordering ..... (800) 677-5116
- Credit Department ..... (800) 937-8100
- Technical Support..... (800) 937-7978

Ingram Library Services Inc. looks forward to a continued successful partnership with the Midwest Collaborative for Library Services. If you have any questions, please contact Eric Shotwell, your Ingram Senior Sales Representative. Eric will be pleased to assist you.

Best regards,



Pamela R. Smith  
Vice President, Sales

PRS/rd