



Points of Discussion With *Publishers, Retailers, and Distributors*

Please complete this form and return to Reading Is Fundamental, Inc.

Section A—Contact Information

Company

Company Name		
Street Address		
City	State	Zip
Toll-Free Phone	Fax	
Email		
Website		

Main Contact

Name	Position	
Street Address		
City	State	Zip
Phone	Fax	
Email		

Accounts Receivable

Name	Position	
Street Address		
City	State	Zip
Toll-Free Phone	Fax	
Email		

Order Entry

Name	Position	
Street Address		
City	State	Zip
Phone	Fax	
Email		

Section B—Book Suppliers qualified to serve RIF programs must be in compliance with all of the following conditions:

INEXPENSIVE BOOKS are defined as paperback or hardbound books that cost no more than \$7.00 after discount. Programs serving handicapped children who need special books may not exceed the following amounts.

- \$7.95 for audio tapes and records
- \$10.00 for large print and Braille books for children in Kindergarten through grade 5
- \$50.00 for large print and Braille books for children in grades 6 through 12.

SUPPLIER CERTIFIES that books sold to local programs will be printed entirely in the United States unless domestic editions are not available.

SUPPLIER MAY NOT make substitutions on RIF orders without prior written approval from the local programs.

ALL BOOKS SOLD to RIF programs must be new and in good condition.

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FEDERALLY FUNDED PROGRAMS—Suppliers must extend 90-day credit terms to local programs approved by RIF to allow sufficient time for the payment process. Upon receiving an invoice for book purchases, the local programs prepare a check payable to the supplier for their local matching share and forward the check to RIF. RIF will prepare a check for the remaining amount of the invoice, drawing upon federal matching funds, and send both checks to the supplier.

If a program submits more than once invoice, RIF will provide one check equal the total federal funds due, rather than a RIF check for each local check.

PRIVATE AND/OR LOCALLY FUNDED PROGRAMS—Supplier agrees to the same terms and procedures outlined above, except that these “private” RIF programs (funded entirely with local funds) will pay the entire amount of their invoices directly to the supplier.

RIF BOOK SUPPLIERS must guarantee prices listed in their catalog until new catalogs are mailed, or give advance notice if the invoice total is more than the original order.

THE SUPPLIER MUST HOLD THE LOCAL PROGRAM RESPONSIBLE FOR PAYMENT. Federal law prohibits Reading Is Fundamental, Inc. from making any payment to a supplier until the local program has paid its share. Reading Is Fundamental, Inc. assumes no responsibility for the debts of local programs.

IS YOUR COMPANY WILLING TO COMPLY with all of the preceding conditions? ___ Yes ___ No

Section C—Discounts

The legislation that governs the RIF contract with the U.S. Department of Education provides that a book supplier must offer RIF a discount “at least as favorable as discounts that are customarily given... for book purchases made under similar circumstances in the absence of federal assistance.”

1) What discount does your company offer to schools and non-profit organizations?

2) What is your non-returnable trade discount structure?

3) What discount structure will your company offer to RIF?

Section D—Type of Organization and Services

Under RIF guidelines, publishers are defined as companies that publish three or more new titles per year.

1) Is your company a publisher, retailer, or distributor? ___ Publisher ___ Retailer ___ Distributor

2) If your company is a publisher, how many new titles a year does it publish? _____

3) How many backlist titles does your company carry? _____

4) Does your company have nationwide marketing capacity? ___ Yes ___ No

5) If not, what geographic area do you plan to serve?

Reading Is Fundamental, Inc.

- 6) Describe the types of books you offer. (Please note any specialized literature such as bilingual, ethnic, young adult, etc.)

- 7) Please designate a staff member in the executive, credit, and warehouse divisions to handle all RIF-related inquiries.

Please list their names: Executive: _____
Credit: _____
Warehouse: _____

- 8) Will your company forward all pertinent catalogs or booklists to both the national office of RIF and the local programs?

As an Ongoing Service Upon Request

- 9) Will your company provide complimentary review copies to both the national office of RIF and the local programs?

As an Ongoing Service Upon Request
 At Supplier's Discretion No

- 10) Will RIF programs receive regular sales visits from your company's regional sales people?

Yes No

- 11) Will your company pay shipping and mailing costs on all RIF orders?

Yes No

- 12) Will your company offer storage space on orders from RIF programs, understanding that payment is made only after books are shipped?

Yes No Upon Request

- 13) An answer of yes to one or both of the following questions is a prerequisite for doing business with Reading Is Fundamental, Inc.

- a) Will you guarantee prices to RIF programs as listed in current catalogs until new catalogs are mailed?

Yes No

- b) Will you provide advance notice to local programs if invoice total exceeds amount calculated on original order?

Yes No

- 14) Do you have a toll-free telephone number that can be used by local RIF programs?

Yes Toll-free number: _____
 No

- 15) If no, will you accept collect calls in emergency situations?

Yes No

Section E—Vendor Information

Company Name

Contact Person

Street Address

City

State

Zip

Toll-Free Phone

Fax

Email

Web Site

Type of Organization (*check the one which best describes your company*)

Small disadvantaged business

Other nonprofit organization

Nonprofit educational organization

Large business

Small business

Foreign organization

Is your organization woman-owned? Yes No

Is your organization minority-owned? Yes No

Is your organization incorporated? Yes No

Section F—RIF Book Supplier Category Checklist

Check only those categories that apply to at least 25% of your current inventory.

Ethnic/Multicultural

- African-American
- Asian and Pacific Islander
- Eskimo
- Hispanic
- Jewish
- Multicultural
- Native American

Foreign Language & Bilingual

- Arabic
- Chinese
- Creole/Haitian
- French
- German

- Hmong
- Japanese
- Korean
- Pilipino
- Portuguese
- Punjabi
- Russian
- Somali
- Spanish
- Vietnamese
- Other (please specify)

General Interest

- Pre-K and Elementary
- Grades 4-12
- Graphic Novels
- Nonfiction

High Interest-Low Level

- Elementary
- Middle School
- High School

Special Needs

- Braille
- Hearing impaired
- Large print

Section G—Submit Document

Upon completion of this document, please sign and date below and return to RIF with a copy of your company’s catalog. If you are a publisher, send a representative sampling of your company’s list. If you are a distributor, send a list of publishers that you carry.

Return to:

Cathy Bryan
Director, Publisher Relations
Reading Is Fundamental, Inc.
1825 Connecticut Avenue NW
Suite 400
Washington, DC 20009

If you have any questions, contact Cathy Bryan at 202-536-3471 or cbryan@rif.org.

Signature

Print Name

Title

Date