

## **Purchasing Books from Abingdon Press at the Author Discount**

Using the process outlined here will ensure that you receive the proper discount as an Abingdon Press author and that your needs are met in a timely fashion.

### **Step 1 – Set up an author account**

The best way to deal with an event that has no retailer is for you to purchase your book on your author account directly from us at Abingdon. This same process is used for authors' other purposes—such as gift copies. Abingdon regularly offers our authors a 40% discount. That way you can sell your book for any amount up to the full retail price and offset any shipping charges, etc. You can also return unsold books when less than 100 are ordered. (See bulk discount pricing below.)

To set up an account, call 1-800-251-3320, identify yourself to the representative as an Abingdon author, and she/he will set up your account for you. In order to charge purchases to an author account, you must complete and submit the "Application for Abingdon Press Author/Professor Account" that follows these instructions. The Abingdon representative can address questions about the application and the submission process over the telephone.

### **Step 2 – Order books**

To order your books, please alert the Abingdon Press sales team at least two weeks [three weeks is recommended] prior to the event/need. The sales team does their best to accommodate last-minute requests, but a two-week lead time allows us to ensure the books arrive on time.

Please email [orders@abingdonpress.com](mailto:orders@abingdonpress.com) to purchase your books at the author discount.

If you are speaking at a conference/event with an on-site bookseller, the conference/bookseller representative may contact Abingdon Press directly at 1-800-251-3320 to place the order or follow their usual protocol for ordering books.

When placing an order, Abingdon will need to know the mailing address, the date needed, and the number of books.

The bulk discounts for author purchases are as follows:

- 5-99 COPIES: 40%, RETURNABLE, PLUS SHIPPING;
- 100-499 COPIES: 50%, NON-RETURNABLE, FREE SHIPPING;
- 500+ COPIES: 55%, NON-RETURNABLE, FREE SHIPPING



Accounts Receivable | 2222 Rosa L. Parks Blvd. | Nashville, TN 37228 | 800-843-5040

## APPLICATION FOR ABINGDON PRESS AUTHOR/PROFESSOR ACCOUNT

Please check whether you're applying for: \_\_\_\_\_ Author Account \_\_\_\_\_ Professor Account

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

### Mailing Address (street address or P.O. Box)

Address Line 1: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address Line 2: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Shipping Address (must be a street address)

Address Line 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

### Place of Current Employment

Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address Line 1: \_\_\_\_\_ Number of Years worked: \_\_\_\_\_

Address Line 2: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

**Personal Credit References**

Reference Name #1: \_\_\_\_\_ Phone: \_\_\_\_\_

Address Line 1: \_\_\_\_\_ Email: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Reference Name #2: \_\_\_\_\_ Phone: \_\_\_\_\_

Address Line 1: \_\_\_\_\_ Email: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

**Additional Information**

Primary contact at United Methodist Publishing House / Abingdon Press: \_\_\_\_\_

Name of Book Published: \_\_\_\_\_

Please mark whether it published by:      \_\_\_\_\_ Abingdon Press      \_\_\_\_\_ Church Publishing, Inc.

**By checking the box below, you agree to/that:**

- The net 30 day terms of the account with Abingdon Press.
- All information listed above is accurate to the best of your knowledge.
- If there are any changes in the information listed above, such as an address, phone number, etc., you will contact Abingdon Press with your updated information.

**I agree:**     

**Date:** \_\_\_\_\_