

Textbook Ordering Information

Where to Send Orders

- If textbooks from the state-recommended list are being ordered, send orders to the publisher or to the publisher's distribution center.
- If the material being order is either (a) the teacher editions or complimentary materials that accompany the books on the state list, or (b) textbooks that are not in the catalog, please identify from the publisher how and from what address materials should be ordered. Some publishers prefer these materials be ordered on the same order from as textbooks in this guide and from the Georgia distributor; other publishers prefer that these materials be ordered on a separate form and from the publisher's central distribution point.
- **Do not send any orders to the Georgia Department of Education.** All orders sent to the Department will be returned to the ordering school system.

When to Send Orders

- Send orders as soon as the orders are completed. The earlier that publishers and/or distributors get the orders, the easier it is for them to stock sufficient quantities of the titles to assure that the books will be received when needed. If books are not needed until a certain date, indicate that date on the order form. If a system does not wish to be billed until after July 1st, date the order "July" and indicate on the order form that billing should occur after July 1st.