



How to Order Books

Step-by-step Ordering Process

- Step 1 Plan early! You should allow a total of 6 weeks.
- Step 2 Send home order forms with students.
- Step 3 Determine how much you will charge for each book and fill in the price on the order form.
Charge the full retail price if you plan to profit from book sales OR
Charge discounted price if you plan to pass the discount on to the students.
- Step 4 Make copies of the order form and send home with students at least five or six weeks before Barbara's visit. Please be aware, however, that children often want to purchase books after they have seen Barbara's presentation. For this reason, you should consider ordering extra books. Any books not sold may be returned.
- Step 5 Using the instructions below, order books at least 3 weeks ahead.

Book Ordering Information for Author Appearance

If you are planning to have an author autographing, books can be ordered from a local bookstore or wholesaler, or books can be ordered direct from Farrar, Straus & Giroux.

TO ORDER BOOKS FROM FARRAR, STRAUS & GIROUX

If you need information regarding titles and prices and/or would like to place an order, please send an email to Andrea Carrera-Marquez:

Andrea Carrera-Marquez
Macmillan Publishers
c/o Special Markets
email: andrea.carrera-marquez@macmillan.com

When you order, please provide the following information: author, date of appearance, quantities and titles of books, billing and shipping addresses, and the name and telephone number of the contact person at your organization.



Book Order Form

Dear Parent:

Children's author, Barbara O'Connor, will be visiting our school the week of _____.

If you would like to purchase a signed copy of one of Ms. O'Connor's books as a remembrance of her visit, please complete the order form below.

Order due date: _____

Please make checks payable to: _____

Student's Name: _____

Teacher/Grade: _____

Total number of books ordered: _____

Total amount enclosed: _____

Book(s) should be autographed to: _____

| Novels | Binding | Price | Quantity | Total |
|--|-----------|-------|----------|-------|
| <i>Halfway to Harmony</i> | hardcover | | | |
| <i>Halfway to Harmony</i> | paperback | | | |
| <i>Wonderland</i> | hardcover | | | |
| <i>Wonderland</i> | paperback | | | |
| <i>Wish</i> | hardcover | | | |
| <i>Wish</i> | paperback | | | |
| <i>On the Road to Mr. Mineo's</i> | hardcover | | | |
| <i>On the Road to Mr. Mineo's</i> | paperback | | | |
| <i>The Fantastic Secret of Owen Jester</i> | hardcover | | | |
| <i>The Fantastic Secret of Owen Jester</i> | paperback | | | |
| <i>The Small Adventure of Popeye and Elvis</i> | paperback | | | |
| <i>Greetings from Nowhere</i> | hardcover | | | |
| <i>Greetings from Nowhere</i> | paperback | | | |
| <i>How to Steal a Dog</i> | paperback | | | |
| <i>Fame and Glory in Freedom, Georgia</i> | paperback | | | |
| <i>Beethoven in Paradise</i> | paperback | | | |

Read more about Barbara O'Connor's books at barbaraconnor.com.