

Tennessee Book Company

Ancillary Material

Randy S. Collignon
General Manager
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TN Book's Role

- Ensure proper
 - packaging of materials
 - identification of materials
 - delivery of material
- Report timeliness of delivery to SDOE
- Distribute materials based on ratios outlines in policy

TN Book Procedures - Publisher

- Place textbook orders in late April based on adoption forecasts
- Place ancillary material orders in late April based on ratios per textbook
- Any customer requests for addition ancillary materials above ratios will have to be purchased
- Late arriving materials will be reported to SDOE as requested by SDOE

TN Book Procedures – Customer

- Ancillary Materials will be added to each order based on ratios per order
 - If school system orders per school, ratios will be determined by school order
 - If school system orders in bulk, ratios will be determined by bulk order
- Orders will be delivered the week requested or ASAP if no special request is made
- Ancillary Materials WILL NOT be shipped prior to textbook orders

Ancillary Material Packaging

- Uniform Teacher Resource Package (UTRP)
 - One package ISBN (multiple boxes) with multiple components within package
 - Component list, including individual ISBNs per component, to be provided within UTRP

General Concerns

- Customer Service Issues
 - Additional materials beyond ratios will have to be purchased
 - Electronic Material instructions will be included with the UTRP
 - Novels, Readers and other items that require choices to be made will have certificates and instructions included with the UTRP

Questions?