



Tome on the Range

"our selection speaks volumes"

Nancy J. Colalillo, owner

tomeontherange@ziank.com
SAN 154-0203

116 Bridge Street
Las Vegas, NM 87701
505.454.9944
505.425.2719 fax

PURCHASE ORDER GUIDELINES

For schools, libraries, government agencies, institutions

1) Gather information

Our staff will be happy to assist in researching price and availability of books to be ordered. It is also our pleasure to assist in selecting books from our current inventory.

2) Submit Requisition

With the price and title information, complete the requisition form provided to you by your agency or school district financial office. **We offer a 10% discount to schools and libraries, contingent upon payment within 45 days of invoice date.**

Submit the requisition form to your agency or school district office for approval and creation of a Purchase Order for your intended purchase.

3) Present Purchase Order to Tome on the Range

When you receive your approved Purchase Order from your financial office, bring it to Tome On The Range, mail it to 116 Bridge St., or fax it to: 425-2719.

Upon receipt of an approved Purchase Order, we will order your books and call when the books have arrived in our store. Books not picked up within 30 days will be returned to publishers.

Books will not be ordered until a Purchase Order has been presented to Tome on the Range.

4) Process Payment

When you pick up your books, 2 copies of the invoice will be generated. One copy will be given to you for your records; the other will be retained by us and sent directly to your school's administration office. **Payment is due within 45 days of invoice date.**

If you have any questions about these procedures, please call our staff at 454.9944, 10am-5:30pm, weekdays.

Your patronage is greatly appreciated and we are thrilled to be your local, independent bookstore. Thank you for shopping Las Vegas!