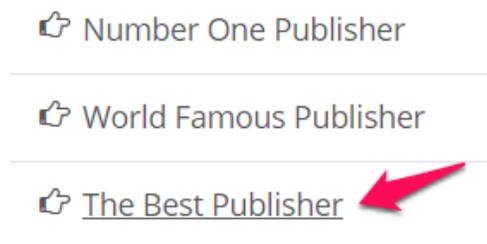


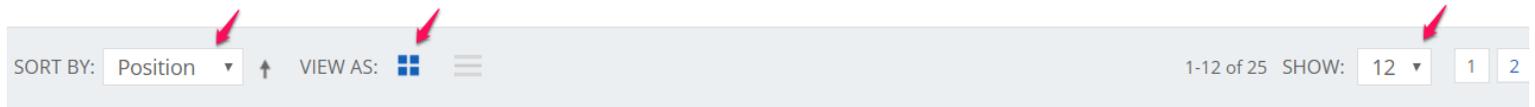
How to Place an Order for a School

Step 1: Go to Shelfit.com.

Step 2: Locate the publisher you're buying from on the left, and click on their name.



Step 3: Use the toolbar above the publisher's books to sort by position or view, or to manage how many are showing.

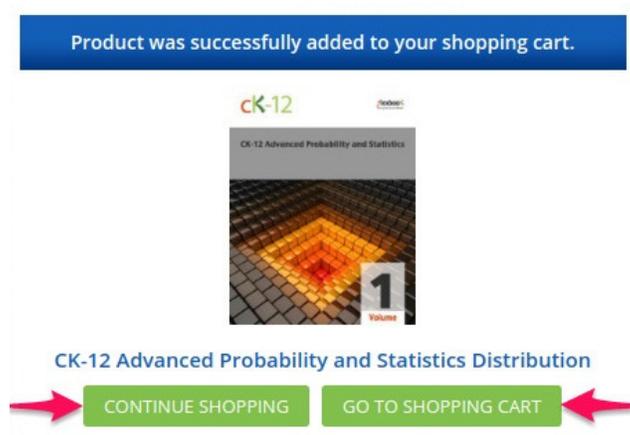


Step 4: To purchase a particular book, click the **Add To Cart** button.



Step 5: This window will appear after a book has been added to your cart.

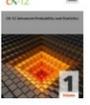
- To return to the store to add more books, click the **Continue Shopping** button.
- To check out, click the **Go To Shopping Cart** button.



Step 6: You'll have several options to edit what's in your cart.

- To clear your cart, click the **Clear Cart** button.
- To update your shopping cart with a new book, click the **Update Shopping Cart** button.
- To go back to the store, click the **Continue Shopping** button.
- To remove a book, click the **Trash can** icon on the far right.
- To change the quantity of books ordered, click on the box under **QTY**.

Shopping Cart

PRODUCT	PRICE	QTY	SUBTOTAL	
 CK-12 ADVANCED PROBABILITY AND STATISTICS DISTRIBUTION <small>sku: CK12ADPROB</small>	\$1.99	<div style="border: 1px solid red; padding: 2px;">1</div> Edit	\$1.99	
<div style="border: 1px solid gray; padding: 2px;">CLEAR CART</div>		<div style="border: 1px solid gray; padding: 2px;">UPDATE SHOPPING CART</div>		<div style="border: 1px solid gray; padding: 2px;">CONTINUE SHOPPING</div>

Step 7: If you have a discount code, enter it here and click the **Apply** button.

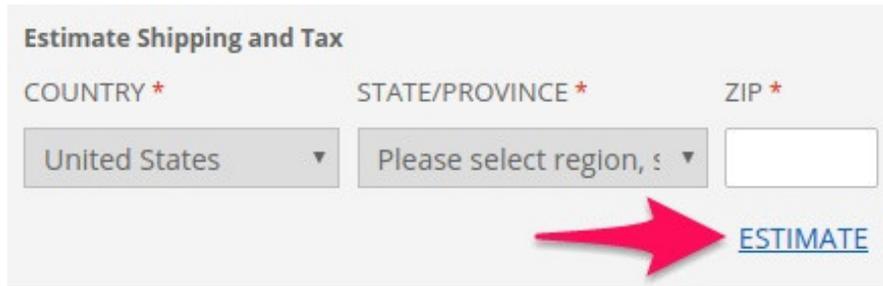
Discount Codes

ENTER YOUR COUPON CODE IF YOU HAVE ONE.

APPLY

Step 8: To estimate your shipping and tax:

- Scroll down to the bottom of your screen.
- Enter your country, state/province and zip code.
- Click **Estimate**.



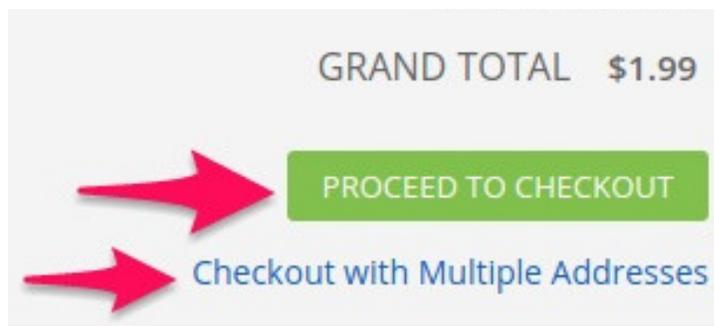
Estimate Shipping and Tax

COUNTRY * STATE/PROVINCE * ZIP *

United States Please select region, s

[ESTIMATE](#)

Step 9: Click the **Proceed to Checkout** button, or select **Checkout with Multiple Addresses**.



GRAND TOTAL \$1.99

[PROCEED TO CHECKOUT](#)

[Checkout with Multiple Addresses](#)

Step 10: If you're a first time customer and need to register an account, click the **Register** button. If you're a returning customer, click the **Login** button.

Checkout

Checkout Method

Register to Create an Account

[REGISTER](#)



Returning Customers

[LOGIN](#)



Step 11: Enter your billing information. All required fields will have a red asterisk next to them.

Checkout

1 Billing Information

First Name * * Required Fields

This is a required field.

Middle Name/Initial

Last Name *

Step 12: Shipping address:

- To ship to your billing address, select **Ship to this address**.
- To ship to a different address, select **Ship to different address**.
- Click the **Continue** button.

Confirm Password *

Ship to this address

Ship to different address

CONTINUE 

Step 13: Your flat rate shipping fee will show here. Click the **Continue** button.

4 Shipping Method

Flat Rate

Fixed **\$125.00**

CONTINUE 

Step 14: Enter your payment information.

- To pay with a credit card, click on **Credit Card**.
 - If you choose credit card payment, you'll be taken to another window to enter your credit card information. All required fields have red asterisk next to them.
- To invoice your school, click **Invoice my School**.
 - You can only invoice your school if you're buying multiple copies of one book.
- Click the **Continue** button.

5 Payment Information

Credit Card

Invoice my School

CONTINUE 

Step 15: Review your information for accuracy and click the **Place Order** button.

- To make changes to your cart, click **Edit Your Cart**.

PRODUCT	PRICE	QTY	SUBTOTAL
THE BEST BOOK IN THE WORLD	\$1.99	1	\$1.99
Subtotal			\$1.99
Grand Total			\$1.99

PLACE ORDER 

Forgot an Item? [Edit Your Cart](#) 

Step 16: Click **Confirm** to confirm your order, or **Cancel** to go back.

CONFIRM ORDER

Please review your order to make sure it is correct. Once submitted, it cannot be changed. All ebook sales are final.



Confirm **Cancel**

Step 17: Once your order is complete, you have several options.

- If you invoiced your order, click the **Assign Ebooks** button.
- To return to the store and continue shopping, click the **Continue Shopping** button.
- To go directly to your ebook, click the **Read Ebook** button.

Your order has been received.

Thank you for your purchase!

Your order # is: 50000987.

You will receive an order confirmation email with details of your order and a link to track its progress.

[Click here to print a copy of your order confirmation.](#)

