

Order Book Instructions

All Order Books have been pre-bid and have final vendor pricing.

Be sure to use the correct vendor catalogs for addenda items. Some categories will reflect an additional discount off of the printed price. If an additional discount exists, it will be reflected on the front of your Order Book.

- **Use only the awarded vendors’ catalogs listed on the front cover of the Order Book.** If you wish to order an item that is not within the awarded vendors’ catalogs, the district must issue a direct order. Ed-Data cannot process these orders.
- Please use a RED pen to fill out the Order Books.
- Please submit ONE Order Book for each delivery location.
- If you would like an **account code** to appear on your purchase orders, please write in that code in the space provided on the front cover of the Order Book.
- **Please use one account code per book.**
- Please use a separate addendum page for each vendor used.
- **Do not make any changes within the Order Book.** That includes the unit of measure or item description. If you require something other than what is in the Order Book, add that item to the addenda page. Please be sure to include vendor, description, page number, unit price & extended price.

Return the completed Order Books to your Board Office. In order to process your order it is important to fill out all information on the Order Book cover.