



How to Place an Order: A Visual Tutorial

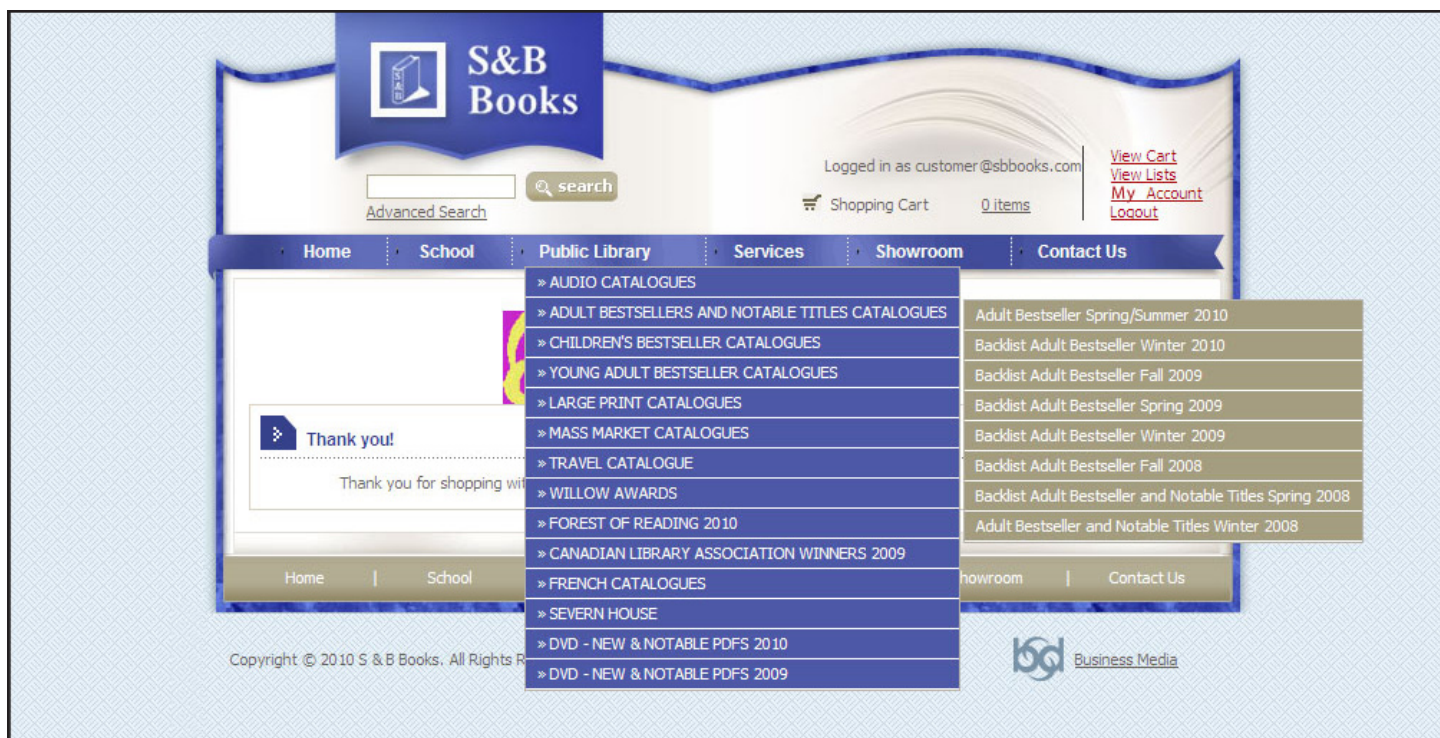
Order online!

View Titles with Discounts, Place Orders


Step 1: Log on to www.sbbooks.com. Enter your username (email address) and password. If you've forgotten your password, click on "forgot your password?" or give us a call!



Once logged in, choose a catalogue to order from by scrolling over the headers "School" or "Public Library" and choosing a catalogue. You can also go the Advanced Search to the left of the screen.

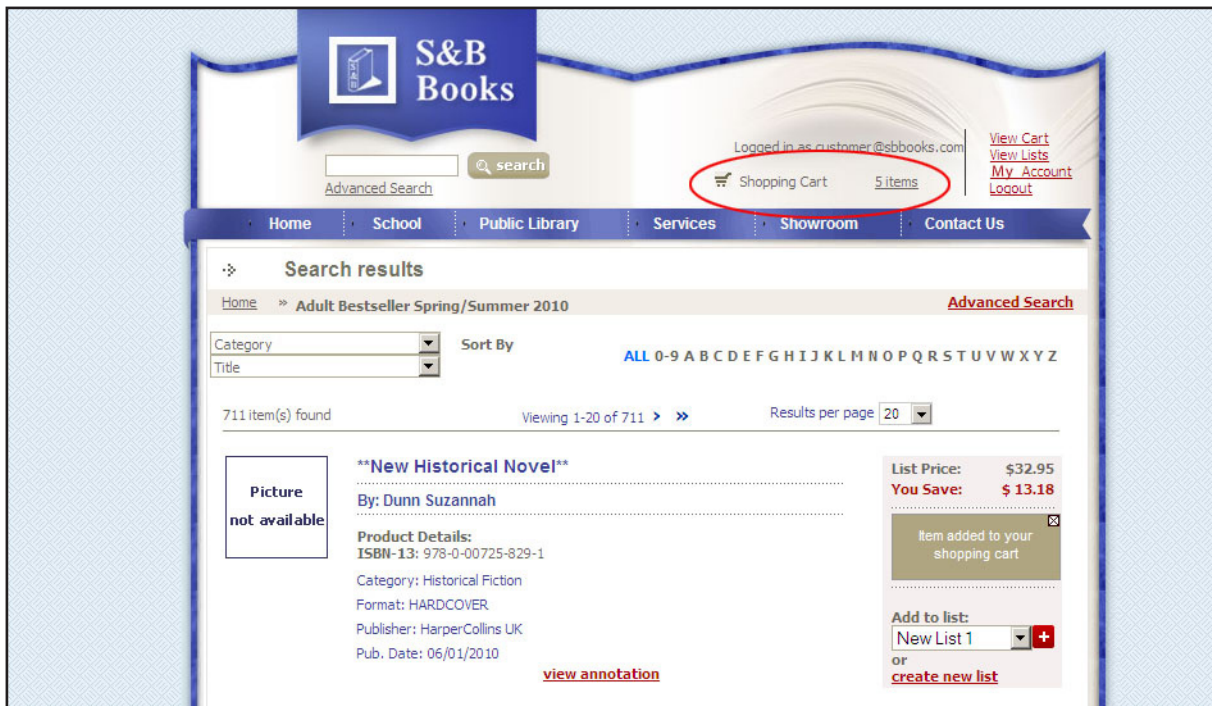


I've chosen to order from the catalogue "Adult Bestseller Spring/Summer 2010", I can now either add titles to the shopping cart or add it to a list. For more information on lists, see the tutorial about this feature.

To add to the shopping cart, enter the quantity you want and click . You can always change the quantity in the shopping cart if you change your mind.



The quantity chosen now shows in the shopping cart.



When you are ready to check out, click 'View Cart' at the top of the screen. I've added a few more titles to my cart. You may change the quantity or delete titles from the cart.

You can see the discounted prices, the total, savings, and tax. You may choose to save these titles to a new list. Do this by clicking "Create List" or continue shopping.

Shopping Cart

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#	ISBN	Item	Format	Price	Qty.	Total	Remove
1.	978-0-31255-561-0	Angelina: An Unauthorized biography	HC	19.19	<input type="text" value="1"/>	19.19	<input type="checkbox"/>
2.	978-0-76532-729-1	Adventures of Tom Sawyer and the Undead	PB	10.19	<input type="text" value="1"/>	10.19	<input type="checkbox"/>
3.	978-0-31603-627-6	9th judgment	HC	20.99	<input type="text" value="1"/>	20.99	<input type="checkbox"/>
4.	978-0-31608-508-3	9th judgment	LH	21.59	<input type="text" value="1"/>	21.59	<input type="checkbox"/>
5.	978-0-73936-593-9	61 hours: A Reacher novel	SD	32.40	<input type="text" value="1"/>	32.40	<input type="checkbox"/>
6.	978-0-73937-767-3	61 hours: A Reacher novel	LP	20.40	<input type="text" value="1"/>	20.40	<input type="checkbox"/>
7.	978-0-31261-577-2	200 sewing tips, techniques & trade secrets	PB	16.79	<input type="text" value="1"/>	16.79	<input type="checkbox"/>
8.	978-0-74357-937-7	**Untitled: A Novel**	SD	31.79	<input type="text" value="1"/>	31.79	<input type="checkbox"/>
9.	978-0-74357-935-3	**Untitled: A Novel**	SD	22.19	<input type="text" value="2"/>	44.38	<input type="checkbox"/>
10.	978-0-00725-829-1	**New Historical Novel**	HC	19.77	<input type="text" value="5"/>	98.85	<input type="checkbox"/>

Total: \$ 316.57
5% GST: \$ 15.83
Order Total: \$ 332.40

You saved - \$211.10

I'm going to submit my order. If the shipping address is different than the billing address. uncheck the box and fill in the ship-to information.

Please remember to enter a PO number and any notes you may want us to see. Scroll down to see an order summary and click 'Submit'. You're done!

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Shipping address is same as billing address.

Billing Address

First Name
Lora

Last Name
Tamburri

Company
S&B Books Ltd.

Phone
905-629-5055

Address
3085 Universal Drive
city - Mississauga
state/province - ON
pzip - L4X 2E2
country - CA

Purchase Order # ***(required)**

Please do not submit your credit card number online !
Order Notes (can be used to specify extra requests (eq. cataloguing services))

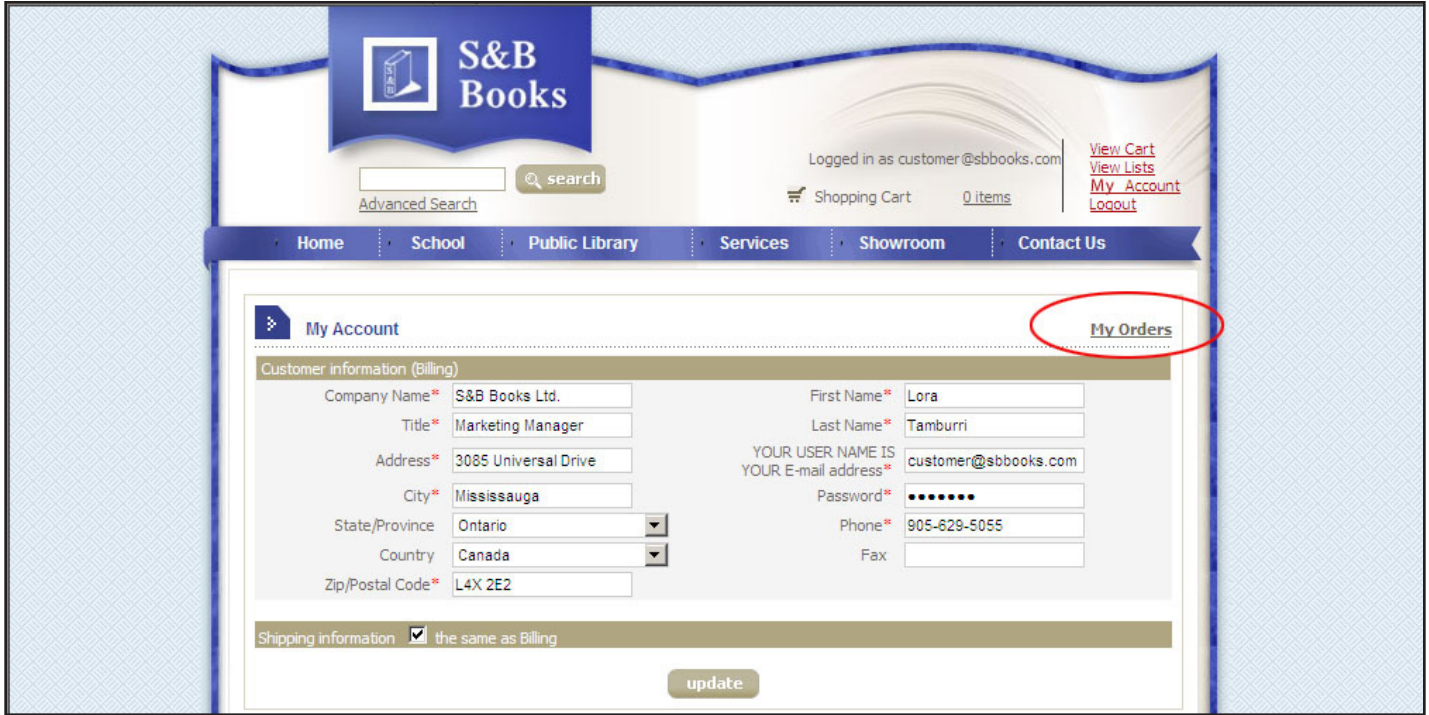
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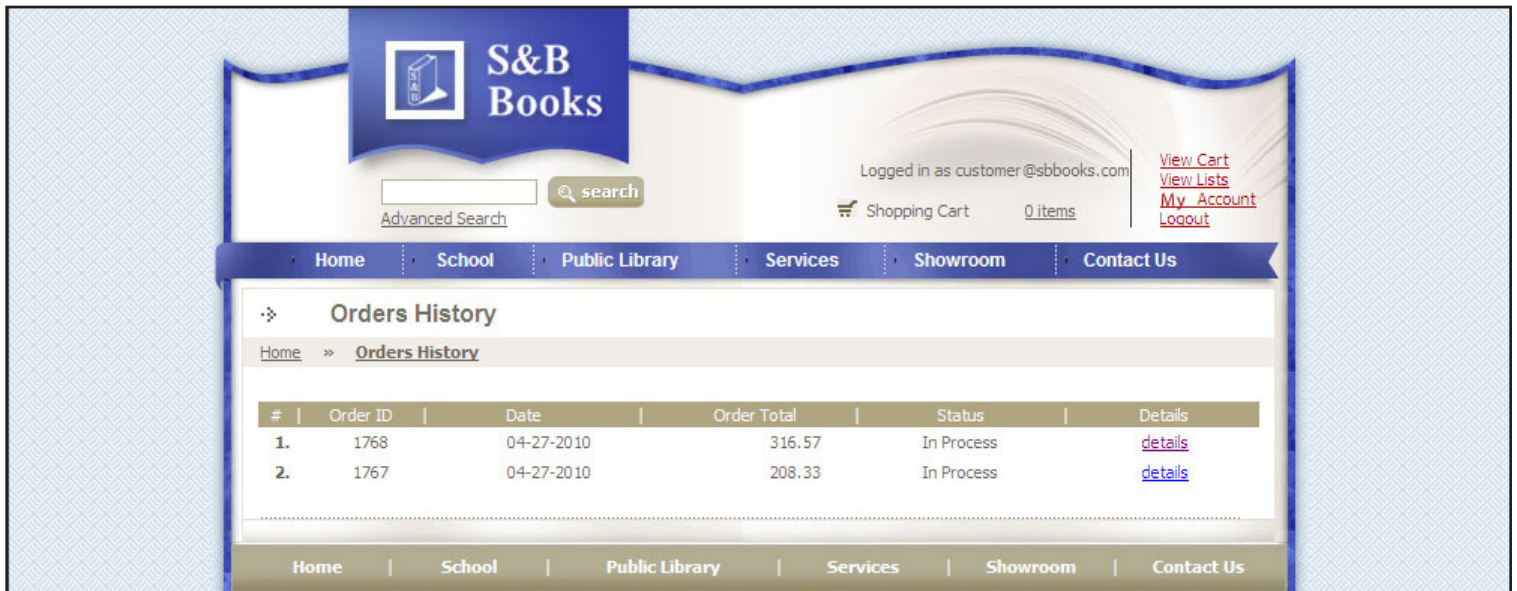
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Here's an order summary where you can open the order and print it!



Please remember to Logout.

Thank you for choosing S&B Books!