

Interpreter's Handbook Series

TERMS OF SALE

The following are the terms of sale regarding the Interpreter's Handbook Series from the University of Wisconsin-Stevens Point. *Updated November 6, 2017.*

Ordering and Payments:

The books are available for ordering via phone, fax, [email](mailto:schmeeckle@uwsp.edu), or visit our website <http://www.interphandbooks.org/>.

Phone: 715-346-4992

Fax: 715-295-8918

E-mail: schmeeckle@uwsp.edu

Orders must be paid with check, purchase order, or credit card (MasterCard, Visa, American Express, Discover).

Invoice terms are 30 days.

Payments must be made payable to:

Schmeeckle Reserve-UWSP

Attn: Interpreter's Handbooks Manager

2419 North Point Drive

Stevens Point, WI 54481

All funds must be in US dollars.

Shipping and Handling:

- **For standard USPS media mail (3-7 days), USPS Priority Mail (2-day), or International USPS mail:** Rates are calculated based on shipping location, package size, and weight.
 - **Special shipping** will be charged according to the current postal/shipping rate and billed after shipping.
-

Returns:

Discounted bulk orders of 10 or more books are **not eligible for returns**.

There is a **15% restocking fee on all returned books**.

Book(s) must be returned within **6 months of purchase date** to be eligible for returns.

For books to be returned, they must first be approved by the Interpreter's Handbook Series manager. Once approved they may be sent back if in new, resalable condition.

Send requests for returns to:

Schmeeckle Reserve-UWSP

Attn: Interpreter's Handbooks Manager

2419 North Point Drive

Stevens Point, WI 54481

Phone: 715-346-4992

Email: [Schmeeckle@uwsp.edu](mailto:schmeeckle@uwsp.edu)

Fax: 715-295-8918

Purchaser is responsible for all return shipping charges and insurance. All correspondence must include the **invoice number** issued by the Interpreter's Handbook Series manager.

The books must be returned in **resalable condition**. This means no scratches, bent corners, broken binding, or sale stickers on them. Schmeeckle Reserve has the right to refuse damaged books. No credit is given if the books are damaged; this includes the damage that may occur when the package is shipped back to the Interpreter's Handbook Manager.

A check for the total cost of book(s) minus the 15% restocking fee will be issued within 4-6 weeks of receiving returned books.

For questions, contact the Interpreter's Handbook Manager at schmeeckle@uwsp.edu or 715-346-4992.