



ADDITIONAL BOOK VENDOR!

1. Go to www.Books4School.com

2. Click “Sign in/Register” on the upper right-hand corner.

- Use your email address to login/register and use this password: [Books1234](#)

3. On the left-hand side of the home page, under “Search for Books,” click on “Search Valu-Book Inventory.”

Then scroll down and under **Filter** → “Category,” select “Reach Out and Read (Early Years).”

- Then you can then search by other filters: price, age, language, author, binding, etc.
- If you prefer, you can also view a PDF of the catalog here: www.books4school.com/ROR.html
(The catalog is only produced once a year and the website is updated daily.)

4. Add titles and quantities to your Shopping Cart.

Note: You must order a minimum of 10 items to qualify for free shipping

5. To view your cart and/or checkout, click on the **Shopping Cart** in upper right-hand corner.



6. Checkout: For easy checkout and to ensure all orders are billed to Reach Out and Read Colorado, **please follow these EXACT steps.**

1 **Billing Address:** Fill in RORCO's information.

first: Reach Out and Read **last:** Colorado **address:** 1355 S Colorado Blvd, Denver, CO 80222
phone: 1-303-623-3800 **email:** info@reachoutandreadco.org

2 **Shipping Address:** Uncheck the box for “The Same as Billing”

Enter your Full Clinic Name and address where the books should be delivered.

The “ship to” and “bill to” addresses can be added to the Address Book for easy ordering next time.

3 **Delivery Methods:** Select “RIF/ROR Accounts” for free shipping

4 **Payment Methods:** Select “Bill Books4School Account (or Prepaid Account)”

Books4School will invoice and bill Reach Out and Read Colorado directly

5 **Sales Tax Info:** Select “I am not subject to sales tax” and leave the tax exempt # box **blank**

6 **Customer Note:** Please add the generic RORCO account number “#80125” and any special instructions for delivery

7. Click “Place Order.” You will receive an email confirmation.

*Note: Packing slips will be included with the delivery.
Invoices will be emailed directly to Reach Out and Read Colorado for payment.*

Call Books4School at 800-752-3131 or email sales@books4school.com if you have any questions.