



# **Gulliver's Books**

## **Teacher Information Packet**



**3525 College Rd  
Fairbanks, AK 99709  
Business Office: 474-9575  
Fax: 474-9579  
Business Office Hours:  
M - F 7:00am - 3:00pm**

**Supporting our community's educational  
development since 1985!**

# Gulliver's Books

is proud to offer specialized services for all teachers and librarians throughout Alaska!

- **Battle Books are ALWAYS 25% off at Gulliver's!** We keep a large quantity of Battle Books in stock and ready to ship!
- **Gulliver's Books offers a 25% discount to educators who purchase books with personal funds!**
  - Books purchased with this discount are to be given directly to students, school classrooms and/or libraries. They are not to be the personal property of the purchaser.
  - There is no minimum purchase to receive the educational discount.
  - No ID is required.
- **Purchase Orders and Field Purchase Orders are welcome. Most orders qualify for the 25% educational discount!**
  - Please call 474-9575 for specific information.
  - If you need to order books that we don't have in stock and would like to receive the 25% educational discount, plan for a 2-3 week turnaround time.
- **In a rush? Our rush order service is the fastest in town, with most titles being available in less than a week!**
  - Rush orders do not qualify for an educational discount.

**We look forward to doing business with you! Please call us with any questions you have, we're always happy to help!**

**Maria Papp, Manager ~ Annie Tupek, Buyer**

**GULLIVER'S BOOKS BUSINESS OFFICE**

**PHONE: 474-9575 FAX: 474-9579**

**www.gullivers-books.com**

**3525 COLLEGE RD**

**FAIRBANKS, AK 99709**



# Field Purchase Orders

**Gulliver's Books accepts Field Purchase Orders (FPOs) from the Fairbanks North Star Borough School District and all other Alaskan School Districts.**

## **When using FPOs at Gulliver's:**

- Please call ahead. Depending on the time of day, orders may not be processed until the following business day.
- Please bring your FPO to the front counter and identify yourself as a teacher.
- FPOs may be used to purchase any new or used books available in the store.
- In most cases, your school district will receive a 25% discount on books purchased with FPOs.
- **After your FPO purchase is processed at Gulliver's Books, you must submit a copy of your FPO with a Gulliver's Books Invoice to the appropriate person at your school.** This is how Gulliver's gets paid, and we appreciate your prompt submission of paperwork.

### **Questions about FPOs?**

**Contact Annie or Maria in the Business Office at 474-9575**



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# Purchase Orders

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## **When using POs at Gulliver's Books:**

- Always contact the Gulliver's Books Business Office if you plan to use a PO and need a price quote.
- POs may be used to purchase new books.
- Most teachers use POs to special order books at Gulliver's, especially multiple copies of one title.
- In most cases your school district will receive a 25% educational discount on books purchased with POs.

## **POs take some advance planning on the teacher's part:**

- If you need a price quote for a PO item, you must contact the Business Office at 474-9575. Prices and book information for POs are not given at the main sales desk. You may fax a list to 474-9579, or email it to [gulliver@gullivers-books.com](mailto:gulliver@gullivers-books.com)
- Gulliver's cannot process any orders until we receive a faxed PO from your school district's purchasing department.
- For items to receive the 25% educational discount, please allow 2-3 weeks for the books to arrive.
- Please be aware that some titles must be ordered from the publisher and may take a bit more time for us to receive.
- We can provide you with your ordering options soon after we receive your list of titles.
- After you provide us with your list of books, we will fax a price quote to you within one business day. It will include all the information you need to fill out your purchase requisition.



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# Used Book Trading Credit Program

**The Gulliver's Books Used Book Trading Credit Program is easy to start, benefits your students and can help supplement your classroom or school library.**

- Tell a Gulliver's employee that you would like to set up a trading program for your school. A pink Used Book Trading Credit Slip will be filled out in your school's name and kept on file in the store.
- ANYONE can donate their Used Book Trading Credit to the school of their choice. We will add their donations to the school's credit total.
- Many schools make their families aware of this program so they can choose to donate their credit to their school.
- The school librarian or any authorized staff member may purchase used books with their school's credit.
- Used Book Trading Credit covers 90% of the purchase. The remaining 10% must be paid for by the purchaser.

**If you would like more information about the Used Book Trading Credit Program, please ask any Gulliver's employee!**



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# Books For Teachers

Gulliver's Books is happy to announce the continuation of our Books For Teachers Program.

The Books For Teachers Program provides a thoughtful alternative for holiday gift giving for classroom teachers and also benefits your school library.

- There is no cost to your school! Gulliver's Books will provide all the program packets, including information for each student to take home.
- Handled through the PTA, families may participate if they choose and designate a monetary gift for a specific teacher.
- Gulliver's Books issues a gift card to each teacher in their name for the total amount collected, along with a holiday card for presentation.
- Gulliver's Books will **DONATE** a gift certificate in the amount equal to **15% OF THE GRAND TOTAL** collected from each school. This gift certificate will be presented to each school's library.
- Please encourage your PTA to participate.
- For more detailed information about the Books For Teachers Program, please contact Annie or Maria at 474-9575.



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# Attention High School Teachers:

## Do you have Required Reading Lists for your students?

- To benefit your students and help all of us at Gulliver's, please fax or drop off a copy of your list that includes an approximate number of students enrolled in your class.
- You can also email the information to:  
gulliver@gullivers-books.com  
Please put 'Book List' in the subject line.
- With this information we can have your required titles in stock by the assigned date, with an appropriate quantity on hand. Parents appreciate this convenience and students won't have to wait for their books to arrive.
- Don't forget to tell your students that we offer a 10% discount on all High School Required Reading List books!
- The more advance notice we have, the better we are able to serve you and the community. You can fax your information to 474-9579.



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