



CLARE AND FRANCIS

Dear Customer:

Many thanks for partnering with Ignatius Press for your feature presentation of **CLARE AND FRANCIS** at your **Ignatius Night at the Movies!**

Your free DVD for the showing is included in this shipment and your promotional materials should arrive shortly from our California office. Additional promotional materials may be downloaded from our website: www.ipmovienights.com.

Please allow me to reiterate the terms under which you will show the film.

For your Ignatius Night at the Movies event, your organization (or bookstore) will:

- Offer for resale the **CLARE AND FRANCIS** DVD along with a selection of other Ignatius Press products. You may also take orders on any items from the catalogs we have enclosed or from our website: www.ignatius.com (note: **catalog and website promotions do not apply to this event**). Merchandise on display or from our catalogs or website can be purchased by you at 70% of the regular retail price (Exception: Books in the *Faith and Life* and *Image of God* series are sold to you at 80% of retail price; no discount on the Didache books). **Your resale of these items at the regular retail price will provide a profit of 30% on sales (20% for *Faith and Life* and *Image of God* books). If you have selected the 40% Offer, merchandise on display and from your first order can be purchased by you at 60% of the regular retail price providing a profit of 40% on sales with the above exceptions. Subsequent orders will be at the standard 30% profit.**
- Place orders by calling 1-800-322-1531 or e-mailing Neil: neil@intrepidgroup.com or Nadine: nadine@intrepidgroup.com - and we will promptly send whatever product you need to fill those orders.
- Collect all money - **please be sure all customer checks are made payable to your organization.**
- Be responsible for sorting products and notifying customers for pick-up of orders placed.
- Be responsible for return shipping costs only. If you must return product, your organization is responsible for shipping charges back to the Ignatius Press warehouse. Please see below for return instructions. **Those who have elected the 40% Offer have agreed not to return any products.**

Accompanying this letter are the products to sell at the showing, along with an invoice listing the products, the retail price and the discounted cost to your organization for those products. Please remit a check to cover the discounted cost within 14 days of the viewing unless you are returning products.

RETURNING MERCHANDISE

Only for those who have elected the 30% profit

- Pack the product **carefully** along with a copy of the attached invoice, noting what product is being returned. **PLEASE NOTE: Any materials received damaged (this includes with price stickers or evidence of stickers on them) will not be credited to your account.** Ship the product back to Ignatius Press (we strongly suggest via UPS or another traceable method) at: **1331 Red Cedar Circle, Fort Collins, CO 80524.**
- Please **do not** pay the attached invoice until you receive back from our fulfillment center a credit memo covering the items you returned.
- Upon receipt of the credit memo, simply deduct the amount on the credit memo from the amount of the original invoice and mail a check in the net amount made payable to Ignatius Press, along with copies of both the invoice and credit memo.
- Please make the check payable to **Ignatius Press** and mail to **Ignatius Press, P.O. Box 1339, Fort Collins, CO 80522.**

If you have any questions, please call Neil or Nadine at 970-493-3793 or e-mail: neil@intrepidgroup.com or nadine@intrepidgroup.com. Be sure to have your invoice number available.

We hope this movie provides a memorable event for your group. Thank you again for hosting an Ignatius Night at the Movies!

Sincerely,

Diane Hanson, Ignatius Press Special Events Coordinator
Toll Free 866-431-1531 ext 5; Direct 734-455-1973; E-mail dhanson@ignatius.com