

Dear Ignatius Host:

Many thanks for partnering with Ignatius Press for your presentation of *CHANGING SIDES* at your *Ignatius Documentary Presentations* event!

Your free DVD for the showing is included in this shipment and your promotional materials will arrive under separate cover from our California office. Additional promotional materials may be downloaded from our website: www.ipmovienights.com and click on **Documentaries**.

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

For your *Ignatius Documentary Presentations* event, your parish/school/organization will:

- Offer for resale the Ignatius Press products in this package. 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. Please remind customers they will receive FREE shipping and will be supporting a great cause**). Merchandise on display or from our catalogs or website will be purchased by you at 75% of the retail prices for this initial package and all subsequent orders (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 25% on sales (20% for *Faith and Life* and *Image of God* books).**
- Place orders by calling 1-800-322-1531 or e-mailing Neil: neil@intrepidgroup.com or Nadine: nadine@intrepidgroup.com or faxing your order to 1-800-278-3566 – 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 so that you can write one check from your church, school or organization to Ignatius Press.**
- Be responsible for sorting products and notifying customers for pick-up of orders placed.
- Understand that you may **not** return any of the merchandise purchased for resale unless defective. If you receive any defective products, please notify us within 30 days.

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 six weeks of your last showing. This will allow you time to sell products after Masses and at other functions if you have any left. If you place additional orders, you will need to add the totals of each invoice together for the total amount payable to Ignatius Press.

Please make your check payable to and mail to: Ignatius Press; PO Box 1339; Fort Collins, CO 80522.

If you have any questions, please contact me. Be sure to have your invoice and/or account number available.

We hope this *Ignatius Documentary Presentation* provides an enlightening and memorable event for your group.

Sincerely,



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