

Date \_\_\_\_\_

(Library Name) \_\_\_\_\_

(Address) \_\_\_\_\_

(City, State Zip) \_\_\_\_\_

Avery Weaver  
National Sales Director  
Emery-Pratt Company  
1966 W M-21  
Owosso, MI 48867

Mr. Weaver:

We are interested in using the services and discounts Emery-Pratt Company is offering our library through the Association of Christian Librarians for the two fiscal years ending June 30, 2018.

We understand the discounts outlined in your letter of October 15, 2016 which are as follows:

OPTION I

- 1. 36.0% Discount off trade discounted material
- 2. 12.0% Discount off short discounted material(technical & reference material)
- 3. 3.0% Discount off non-discounted material(except e-books)
- 4. 0.0% Discount off e-books
- 5. 4.0% Discount off Standing Orders
- 6. FREE SHIPPING to the library

OPTION II

- 1. 12.5% Discount applied to all books and audio-visual materials purchased (excluding standing orders and e-books).
- 2. 0.0% Discount off e-books
- 3. 4.0% Discount off standing orders
- 4. FREE SHIPPING to the library.

We are selecting:      OPTION I \_\_\_\_\_      OPTION II \_\_\_\_\_

Sincerely,  
(Library Name) \_\_\_\_\_

(Librarian) \_\_\_\_\_