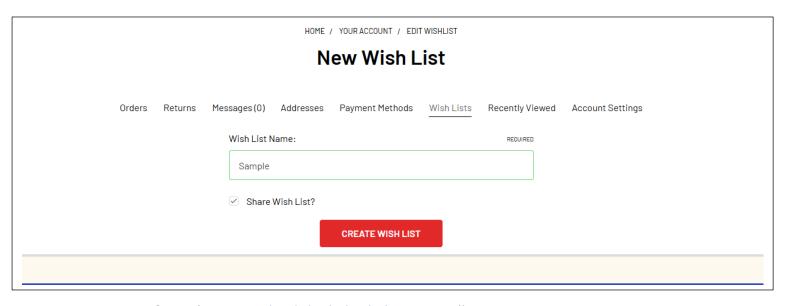


SETTING UP YOUR WISH LIST ON OUR WEBSITE:

- Sign in or create an account at <u>www.booksbythebushel.com</u>
 - You must have an account with us, in order to save your ship to address for your donated books
- Click the "Wish List" link in the top right of the blue toolbar area



- Click the red "New Wish List" button
- Name the Wish List
 - Please name it as follows:
 - Your Organization (or book drive name) Wish List
 - Example: ABC's Wish List
 - By adding "Wish List" at the end our customer care team will flag it as a Wish List donation when the order is received
- Put a Check in the "Share Wish List?" box



- Click Create Wish List
 - You will be taken back to the Wish List Screen

ADDING BOOKS TO YOUR WISH LIST:

You must add at least one item to our wish list to move onto the next steps

Browse our selection of books and click "Add To Wish List"





 You can always add more books to your Wish List at any time, by repeating the step above

Designating the Ship To Address for your Wish List

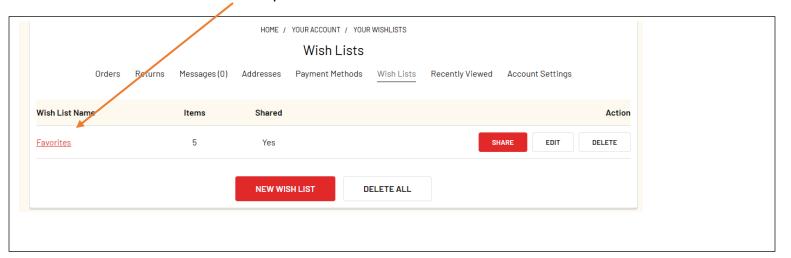
There are two options for having your books shipped to your site

- 1. Using our address as your ship to address (RECOMMENDED)
 - a. This allows your donors to check out and not pay shipping charges
 - b. We will hold your donated books in our warehouse until we have a full case and then ship them to you free of charge!
- 2. Use your ship to address
 - a. Your donors will be charged our standard shipping rates

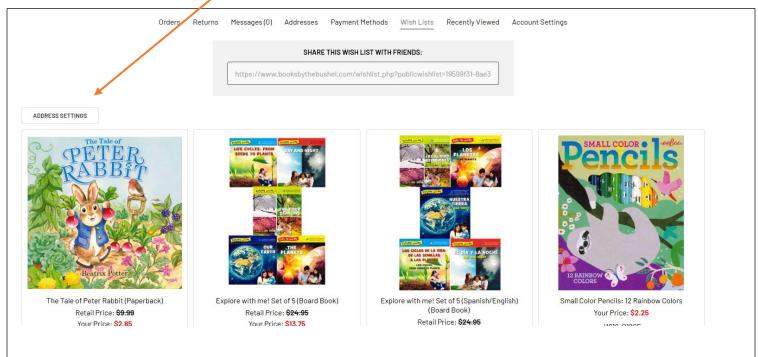
Setting up the ship to address on your Wish List



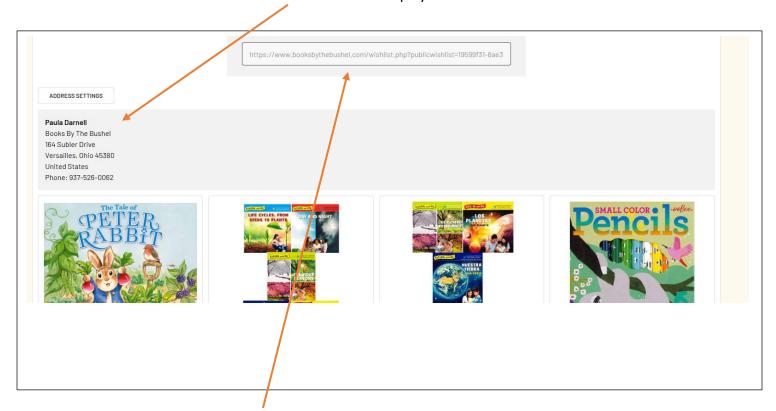
- Click the Wish List Link to be taken to your Wish List
- Click on the name of your Wish List



Click the "Address Settings" link above the books



- Enter the ship to address
 - Enter all details as follows:
 - First Name and Last Name: Your First & Last Name
 - Company Name: Name of your Wish List (please include the name of your organization if possible)
 - o Example: ABC's Wish List
 - Address:
- For FREE Shipping enter: 164 Subler Drive, Versailles OH
 45380
- Or enter your organizations ship to address (your donors will be charged shipping if you use this option)
- Phone Number: Best number to reach you at
- Click the red "Save Address" Button
- The address will now be displayed above the books



- Copy the link in the "Share This Wish List With Friends" box and paste it into your marketing material/email
- We will contact you via phone after your first donation to confirm your ship to address