



# The MATHEMATICAL ASSOCIATION OF AMERICA

1529 Eighteenth Street, N.W. ■ Washington, DC 20036 ■ Telephone: (202) 387-5200

Spring, 2000

Dear Section Secretary:

We are pleased that you will be holding a Section booksale at your forthcoming section meeting. Please read the following carefully, as there are significant changes in procedure from previous years.

Our section booksales work as follows:

1. We are now sending you multiple copies of our newest books. You are encouraged to sell them all at the meeting and take orders for any titles that have sold out. Any titles missing from your collection can subsequently be replaced upon request (If your section does not maintain a collection, you may return leftover books to MAA HQ). We will send you a supply of price lists that reflect the discounted prices. These prices apply only to books purchased during the meeting. They are valid only at the meeting and may not be used to order books after the meeting is over. The price list includes ALL current titles, even those not on display, and we will fulfill any orders for books on the list free of postage and at the discounted price.
2. Two order forms are enclosed. One is to be used to record sales and payment of display copies (the Display Copy Purchase Form) and the other is to be used to record sales and payment of books that will be shipped from MAA (the Section Booksale Order Form.) It is imperative that display sales and order sales NOT be grouped together on the same form. **Any customer making both such purchases must fill out separate forms and make two separate payments.** This is absolutely necessary to balance inventory with funds sent back to us, enabling us to fill orders on a timely basis. Also, ALL purchases must be documented on an order form. Cash purchases should not be lumped together with no record of the books that were taken.
3. Please have customers make any checks payable **to your section** and take care to separate the Section Booksale Order Forms and the Display Copy Purchase Forms into two bundles. Please send one check from your section's account, payable to the MAA, with EACH bundle. These two checks will cover all cash and check purchases. Credit card purchases will be processed at MAA HQ. Then send everything to:

The Mathematical Association of America  
1529 Eighteenth Street, NW  
ATTN: Rich Hamilton  
Washington, DC 20036

In addition to the books, order forms, and price lists, we are sending you any new fliers and catalogues we have to offer. You are invited to display/give away the sample MAA journals, MATH HORIZONS, and FOCUS copies as well as career and membership brochures.

If you have any questions I have not answered in this letter, please let me know. I will be happy to help in any way I can.

Sincerely,

Rich Hamilton  
MAA Publications  
202.319.8480  
rich@maa.org