



Lulu Press, Inc.  
627 Davis Drive, Suite 300  
Morrisville, NC 27560  
PurchaseOrder@lulu.com  
Fax # 919-459-5867

## Placing a purchase order using Lulu's line of credit

This document is intended for those who have been approved for a line of credit, having already submitted a Credit Application.

### Adding Items to Your Cart

Using your Lulu.com account, you can find the book(s) you are looking for by using the search tool on the home page. Search by Title, Author, Content ID or ISBN. Click on the 'More Detail' link under the book picture to view the product details and confirm that you have found the right Title.



Click on the 'Product Details' link under the book picture to view the product details and confirm that you have found the right Title.

The screenshot shows a product page for the book "The Essence of Ethical Pragmatism: The Common Sense Philosophy" by E. Dennis Brod. The page features a navigation bar with "Shop", "Create", "Sell", and "Learn" options, a search bar, and a "Bookstore" dropdown. The main title is "The Essence of Ethical Pragmatism: The Common Sense Philosophy" by E. Dennis Brod. The book is a hardcover, 210 pages, and has not been rated yet. The list price is \$34.95, and the current price is \$29.71, representing a 15% discount. The book is available for pre-order, shipping in 3-5 business days. A preview image shows a man in a white robe standing next to a wooden wheel. The text describes the book as a guide for finding clear perspectives on how to achieve goals in the most beneficial way. The page also includes a "Ratings & Reviews" section with a "Log in to review this item" link, a "Keywords" section with terms like "Common sense, philosophy, pragmatism, critical thinking, practicality, logic, reason, cancer, terrorism, political correctness," and a "Social" section with a "Like" button and social media icons.

To purchase click the 'Add to Cart' button. After adding an item to your Cart, the Shopping Cart opens and you can:

- Click 'Continue Shopping' to find more items to add to your cart
- Enter a new quantity in the item's Quantity box and click 'Update'
- Remove an item from your cart by clicking 'Remove' below the quantity box
- Add a coupon code and click the 'Apply' button
- Click 'Continue to Checkout' when ready to purchase your item(s)

# Shopping Cart

Need help placing your order? Call (844) 212-0689.

Item	Quantity	Total
 <p><b>The Essence of Ethical Pragmatism: The Common Sense Philosophy</b> By E. Dennis Brod</p> <p>Hardcover, 210 pages, ISBN: 9781483454368 Prints in 3-5 business days</p>	1 <a href="#">Update</a> <a href="#">Remove</a>	\$29.71 <del>List Price: \$34.95</del> You Save 15%
Coupon Code: <input type="text"/>	<a href="#">Apply</a>	<b>Subtotal: (USD) \$29.71</b> <small>+ tax and shipping</small>
Total Savings: \$5.24! <small>Check out now before these deals expire!</small>		

[Continue Shopping](#)

[Continue to Checkout >](#)

## Check Out, Shipping & Billing

In Checkout you will be prompted to add a shipping address to your order. You can also select one from your Address Book on the left from previously used shipping addresses. On this page you may also:

- Change an address by clicking the 'Edit' link below it
- Click the 'Delete' link under any address to remove that address
- Add a new address by clicking the 'Add New' link at the bottom of your address book
- Select your shipping option in the 'Shipping and Delivery' box  
*(If you select Mail, it is not a trackable form of shipping.)*
- Click the 'Save & Continue' button to move on to the billing step

See image on next page.



Need help with your order?  
[Visit Support](#) or  
call (844) 212-0689.

Checkout **1** Shipping **2** Billing **3** Review & Place Order **4** Confirmation

### My Address Book:

Lulu Accounting  
3101 Hillsborough St  
Raleigh, NC 27607  
United States  
[Edit](#) | [Delete](#)  
[Ship to this Address](#) (Default)

[Add New](#)

**Shipping To:** Lulu Accounting  
3101 Hillsborough St  
Raleigh, NC 27607  
United States

[Edit](#)

### Order Summary:

Item Subtotal: \$29.71

Shipping Subtotal: \$9.99

+Tax

Our records show that you may be exempt from taxes for this order.

You'll have the option to set the exemption on the review step.

### Delivery Options:

- Mail** \$4.99  
Delivers 2 to 6 business days after printing.
- Ground** \$9.99  
Delivers 2 to 5 business days after printing.
- Expedited** \$19.99  
Delivers 2 business days after printing.
- Express** \$39.99  
Delivers 1 business day after printing.

Save and Continue >



When you move on to the Billing Page you will see “Lulu Purchase Order” as an option under payment type. Click this in order to receive net 30 day terms. You will also be required to fill in a Purchase Order Number. For your Bill to Address you may use your Shipping address or you may add a new address by un-checking that box. Click 'Save & Continue' to move on to review your order.

See image on next page.



Need help with your order?  
Visit [Support](#) or  
call (844) 212-0689.

Checkout 1 [Shipping](#) 2 **Billing** 3 [Review & Place Order](#) 4 [Confirmation](#)

### Payment Information:



Payment Type  Lulu Purchase Order

Credit / Debit



PayPal



Purchase Order  
Number  
required

ABC9876

### Billing To:

Use my shipping address

Full Name  
required

John Doe

Organization

Use this field if your order is on behalf of an organization.

Country  
required

United States

Address 1  
required

627 Devis Drive

Address 2

City  
required

Morrisville

State / Province  
required

North Carolina

Zip / Postal Code  
required

27560

Phone Number  
required

919-459-5858

Our shipping carriers require your phone number for validation.  
This will not be used for marketing purposes.

Save and Continue >

### Order Summary:

Item Subtotal: \$29.71

Shipping Subtotal: \$9.99

Sales Tax: \$2.68

Total: \$42.38

Our records show that you  
may be exempt from taxes  
for this order.

You'll have the option to set  
the exemption on the  
review step.



## Review & Place Your Order

On the final step, review your order carefully to make sure everything is correct. If you need to change anything, simply click the change link below the section you need to edit. If your order is tax exempt and you have previously sent a tax exemption form to us for the state you are shipping to, a box will appear that allows you to choose whether or not to be charged sales tax. Click the 'Place Order' button to purchase your item(s). Please note that we do not need to receive a copy of your Purchase Order. See image on next page.

### Shipping To:

Lulu Accounting  
627 Davis Drive, Suite 300  
Morrisville, NC 27560  
United States

[Change Shipping Address](#)

Ground  
Delivers 5 business days after printing.

[Change Shipping Method](#)

### Billing To:

John Doe  
627 Davis Drive  
Morrisville, NC 27560  
United States

[Change Billing Address](#)

Lulu Purchase Order  
Purchase Order # ABC9876  
Payment Terms: Due Net 30

[Change Payment Method](#)

Place Order >

Order Notes: You may enter a note for your own records here. This will appear on your printable order receipt, but not your packing slip.

Item	Quantity	Total
 <p>The Essence of Ethical Pragmatism: The Common Sense Philosophy By E. Dennis Brod Hardcover, 210 pages, ISBN: 9781483454368 Prints in 3-5 business days</p>	1	\$29.71 <del>List Price: \$34.95</del> You Save 15%
	Subtotal:	\$29.71
	Shipping:	\$9.99
	Tax:	\$0.00

Total Savings: \$5.24!  
Check out now before these deals expire!

Total: (USD) \$39.70

Place Order >

## Tax Exempt Orders

In Order to make a tax-exempt order you must email a copy of your tax exempt or reseller certificate to [purchaseorder@lulu.com](mailto:purchaseorder@lulu.com) and include your account number and/or account email address. If you already have placed the order and wish to have sales tax removed or refunded, you will need to also include the order number in the body of the email with the request. Once we have received this information, we will add the information to your account for the state you are exempt.

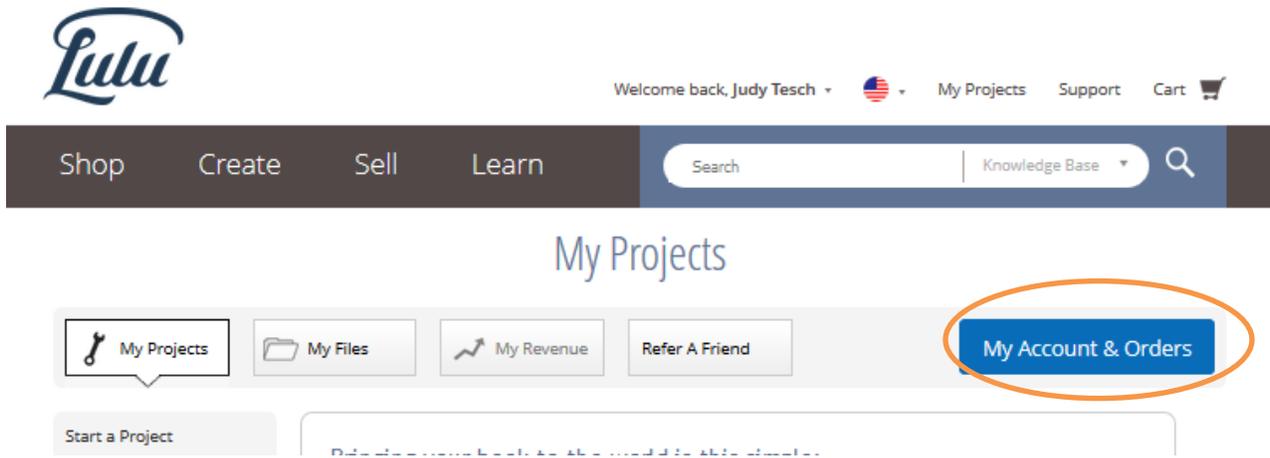
## Printing Your Invoice and Paying for Your Order

After placing your order, you can print a receipt from the order confirmation page. Click the 'Print this Page' button at the top right of the screen and follow your computer's instructions for printing.

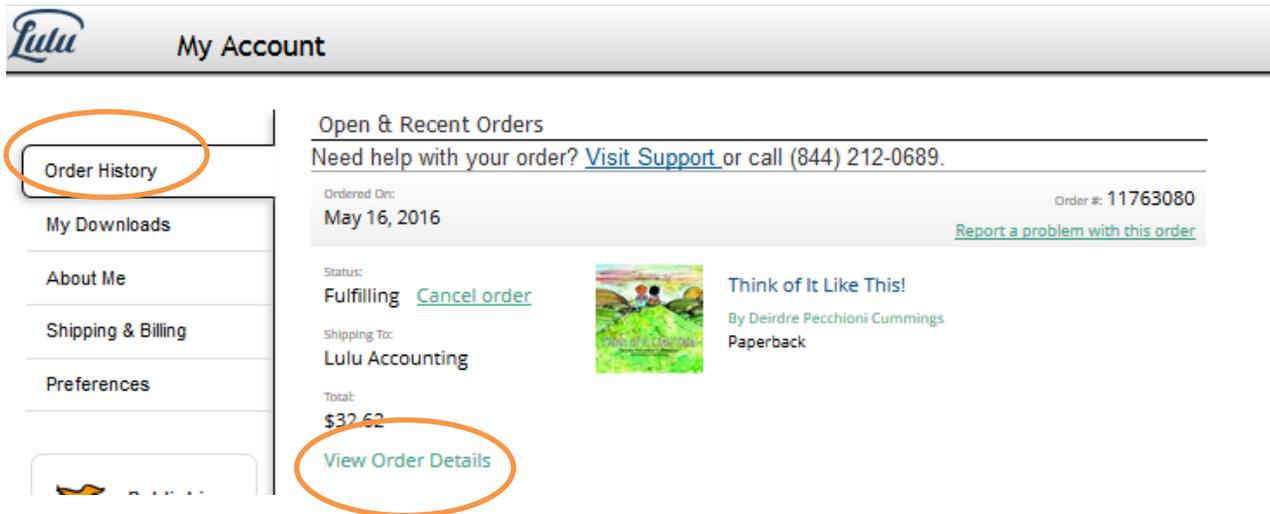
Lulu also sends an order receipt to your account email address. You can print that receipt from your email account.

You may also print an official invoice by following these instructions:

1. Click 'My Account & Orders'



2. Find the order you need under "Order History" and click 'View Order Details'



To pay for your order, send a check, payable to "Lulu Press, Inc." to the following address. Be

sure to include the order number for reference to what you are paying for:

**Lulu Press, Inc.**  
**Attn: Accounts Receivable**  
**627 Davis Drive, Suite 300**  
**Morrisville, NC 27560**

If you wish to pay with a credit card or Paypal, we ask that you not use your line of credit and instead choose one of those methods of payment on the Billing Page of the Checkout process.

## Canceling or Changing Your Order

Lulu allows a one hour cancellation period for each print-on-demand order (not Services or eBook purchases). However, once an order has been sent to the printer, we are unable to cancel it. Please also be aware that once an order has been placed, we will not be able to make any changes to the shipping address or shipping method for the order. The best way to proceed if these changes are desired is to cancel the order within the given time period and then place a new one.

If you need to cancel an order within this one-hour period, you can do so from within your account under "My Account and Orders." If the cancellation period has not ended, you will see a 'Cancel Order' link next to the order. You may also follow the steps in the previous section to find this link.

## Printing and Shipping Information

Lulu is a print-on-demand company. All products are manufactured when ordered. To estimate how long it will take to receive your order, you will need to add the manufacturing time to the shipping time. Please also note:

- Shipping times are estimates and not guarantees. They may be affected by factors over which Lulu has no control, including incorrect delivery addresses, customs delays and Post Office delivery restrictions. Orders affected by such delays may take as long as 6 weeks to arrive. Lulu will take no action on these orders during that time.
- Express shipping cannot be selected for delivery to P.O. Boxes since this shipping option requires a physical address.
- Lulu does not offer shipping insurance.
- Estimated Manufacturing Times:
  - **Paperbacks** - Printed in 3 to 5 business days (Orders of more than 25 may take from 6-8 business days)
  - **Hardcovers** - Printed in 5 to 7 business days (Orders of more than 25 may take from 6-8 business days)
- Estimated Shipping Times:

Shipping Option	Shipping Method	Estimated Time
Priority Mail <i>Only Available to certain addresses.</i>	US Postal Priority	Estimated shipping: 2-5 business days
Ground	FedEx Ground	Estimated shipping: 2-5 business days
Expedited	FedEx 2nd Day	Estimated shipping: 2 business days
Express	FedEx Next Day	Estimated shipping:

		<i>1 business day</i>
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## Return Policy

Lulu is a print-on-demand company and does not hold inventory. Please thoroughly review your order before finishing the checkout process to be sure you ordered the correct books and the proper quantity.

We do not accept returns, regardless of whether for overstock, cancellations, wrong edition or title ordered, etc. However, if you received damaged, defective, or incorrectly packaged items, we may provide a replacement as long as you notify us immediately, but no later than 25 days from the date of purchase. You can provide us notice for this type of claim through our online order help form. There are NO refunds. Lulu accepts no responsibility for the quality of the content (including misspelled words, grammatical errors, etc.), formatting, design or overall appearance.