



OEC 5TH EDITION ORDERING PROCEDURE

- 1) Go to: <http://www.bradybooks.com/store/product.aspx?isbn=0135074800>
- 2) Click 'Add to Cart'
- 3) Indicate the number of books required
- 4) Click 'Proceed to Checkout'
- 5) Create an Account: complete email, name, password, do NOT enter an 'Optional Member Code' or an 'Optional Pearson Account Number' – leave both boxes blank, click the "Required" box, then click "Just Create My Account"
- 6) Edit School Affiliation: select your category, click 'College 2/4 year'
- 7) Enter your School/Account: type NSPM, click "Submit"
- 8) Enter a Discount Code: type NSPM in the box, click 'Enter Code' – this will give you a 27% discount on the book (list price is \$114.00 US dollars, discount price is \$83.22 US dollars)
- 9) Enter your Shipping and Billing Address: make sure to click Canada if your addresses are in Canada. Click 'Next Step'
- 10) Select method of shipping: note that the international shipping fee is \$18.00 as you are ordering the book from the US. It will show the date the book will be dispatched. Click 'Next Step'
- 11) Choose Payment Method: click 'Next Step'