



to insure that you get the best possible schedule. Work with your [Sales Rep](#) to get the schedule that fits your needs.

- Credit and payment information: Publishers new to **think** must complete a credit application in order for payment terms to be established. This is usually accomplished prior to sending your title to **think**. Our payment terms range anywhere from cash with order to extending credit. You may also choose to pay with a credit card.
- Sending your title to **think**. You can send your files to us on a disk or electronically.

We also request that when you transmit your PDF files to Malloy, you send us a pagination for the entire text. If you are sending us native application files, we require that hard copy accompany your title.) If hard copy does not accompany your files, we can not be responsible for content incorporated in the file, whether desired or undesired.

Getting your book into the marketplace once it is complete:

Your books are done and in the Malloy shipping department ready to ship. There are still decisions to be made that we can assist with.

- Shipping and handling: We have an experienced shipping department that will arrange to have your book shipped via your preferred method to their destination. We have negotiated very competitive motor freight rates with our partner carriers which we pass along to you and we will work diligently to get you the best rate. It is possible to ship all the books in bulk to one final destination or have us ship to multiple destinations. "Drop shipments" can be shipped via the method you choose as well. In addition to motor freight, we ship via couriers such as FedEx, UPS, DHL, and the US Postal Service. To cover our costs in preparing your shipments, we do charge handling fees for shipments in excess of the main bulk shipment. Our [Motor Freight Bulk Shipment Fact Sheet](#) has more information regarding shipping your books.
- Storage and Fulfillment: We also provide storage services for your books in the event that you do not have adequate space to store them yourself. Malloy Fulfillment Solutions onsite is a state-of-the-art based on the Promail software model. Our services include online ordering, inquiry, reporting, and tracking; XML data transfer; and hosting retail shopping cart to mention a few capabilities. Our [Fulfillment Fact Sheet](#) contains more detailed information about our services.
- Choosing a distributor: If you choose to work with a distributor to market and sell your books, we are familiar with most of the book distributors across the country. Besides your Malloy Sales Representative as a resource, we recommend IBPA, the Independent Book Publishers Association as an excellent resource for small to medium independent publishers in need of distribution services as well as all other services associated with publishing a book. You can check out IBPA at [www.ibpa-online.org](http://www.ibpa-online.org). There you will find valuable information on IBPA member distributors to choose from.

You will find a wealth of information, including all the forms, Fact Sheets, and information referenced and linked above, on our website, [www.malloy.com](http://www.malloy.com). We look forward to working with you to make your job easier!