

# OpenStax Tutor bookstore order form

## Instructions

OpenStax now provides student access codes for its OpenStax Tutor platform for sale in campus bookstores. For bookstore managers, this is how it works:

1. Fill out sales order form on page 2.
2. Use that form to get a PO from your procurement team.
3. Reference the attached W-9 for tax id information on page 3.
4. Send completed forms to OpenStax Customer Support at [support@openstax.org](mailto:support@openstax.org).
5. The OpenStax Customer Support team will then send the OpenStax Tutor codes to your bookstore, using the email address you provide on the form.
6. Your bookstore can sell the OpenStax Tutor codes to students at your institution.
7. Students use their codes to access OpenStax Tutor. The OpenStax Tutor team will keep track of the number of codes redeemed at your bookstore.
8. You will receive an invoice for the amount of redeemed codes from OpenStax by November 15 for the fall semester and April 15 for the spring semester.

OpenStax does not participate in automatic billing programs, such as Inclusive Access, First Day, etc. Accessibility is at the center of OpenStax's mission of helping all students learn, and we do not at this time believe that all automatic billing programs are implemented in a way that maximizes student choice and equitable access to learning materials. Please see our [FAQs](#) on this topic for more information. If you have any questions or concerns about your ability to offer OpenStax Tutor access codes to students on your campus through means other than automatic billing, please contact Dani Nicholson, Director of Marketing and Communications, at [dani.nicholson@rice.edu](mailto:dani.nicholson@rice.edu). For all other questions, please visit our [help articles](#) or contact the OpenStax Customer Support team at [support@openstax.org](mailto:support@openstax.org).

To see our FAQs, click [here](#).

## Bookstore information

### Bookstore contact

First name

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Last name

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Email

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Title

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Bookstore name

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Digital distributor

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Link to online bookstore

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### School information

School name

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School address

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School phone number

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School ipeds ID (find your ipeds number [here](#))

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### Order information

Number of digital access codes

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Amount due \$

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Send your purchase order in the amount due to OpenStax Customer Support at [support@openstax.org](mailto:support@openstax.org).

