

Co-op Advertising Request & Claim Guidelines

Co-op policies can be found on the Bookseller Services pages on the Macmillan.com website. Please review these policies before making any requests or claims. There are two steps to receive co-op funds:

STEP ONE: CO-OP REQUEST

1. Route your request through your Macmillan sales representative well in advance of the promotion.
2. Your sales representative, or someone from the Macmillan co-op department will approve or deny your request in a timely fashion.
3. If approved, you'll receive a Macmillan Claim Number (MCN). Run the promotion (sell some books!) and proceed to:

STEP TWO: CO-OP CLAIM

1. To submit your claim after the promotion has ended please send:
 - Promotion Details (Description of event, rate sheet, etc)
 - Proof of Execution (copy of the ad, picture, etc)
 - Dollar (\$) Amount of Claim & Macmillan Claim Number (MCN).

⊗ Please do not send claim material with remittances to MPS, Virginia ⊗

2. Submit the above via the following methods. EMAIL and FAX are quickest and will get you paid faster.

 E-MAIL: Scan your documents and send to: Coop@Macmillanusa.com

or

 FAX: Supporting documents to (212) 202-4395

or

 MAIL to:

Macmillan Customer Promotion Dept
175 Fifth Ave – 13th Floor
New York, NY 10010

3. Customers may deduct their claims from their monthly payments to MPS, Virginia -- referencing your Macmillan claim number (MCN)