



## Criminal Justice Standards and Training Commission

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

### CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION TECHNICAL MEMORANDUM 2018-03

DATE: February 22, 2018  
TO: Criminal Justice Training Center Directors  
FROM: Director Dean Register *DR*  
Criminal Justice Professionalism Division  
SUBJECT: 2018 Textbook Order Forms for Basic Recruit Training Materials

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XanEdu Publishing, the vendor that produces Florida Basic Recruit Training Program textbooks, has released its 2018 price list and ordering instructions. There is an increase this year due to higher publishing costs and page count, but the prices remain well below "competitive market rates" as listed in 34 CFR 668.164(c)(2).

The attached XanEdu Publishing order form lists the 2018 pricing. Reference the attached price sheet to place your order. Please place orders with XanEdu by **April 20, 2018**.

If you have questions or concerns, please contact Distance Learning & Publishing Manager Judd Butler at [JuddButler@fdle.state.fl.us](mailto:JuddButler@fdle.state.fl.us) or 850-410-8654.

DR/jb

cc: Criminal Justice Standards and Training Commission

Attachments: Ordering Information for 2018 Florida Basic Recruit Textbooks

**Ordering Information  
for  
2018 Florida Basic Recruit Textbooks**

The 2018 Florida Basic Recruit Textbooks are being published by XanEdu, Inc.

Please **place orders** by **April 20, 2018**

- Fax: 888-802-5734
- E-mail: [textbookorders@xanedu.com](mailto:textbookorders@xanedu.com)

Books are expected to be available for shipping around May 25, 2018.

2018 Title	ISBN	Price
FL BRTP Law Enforcement Academy, Vol 1, 2018 edn	978-1-50669-876-2	\$5.35
FL BRTP High Liability Curriculum, Vol 2, 2018 edn	978-1-50669-877-9	\$2.92
FL BRTP Correctional Curriculum, Vol 1, 2018 edn	978-1-50669-878-6	\$2.86

Please note that all 2016 and earlier textbooks are now out of print and 2017 textbooks will be out of print as of June 30, 2018. Orders for out-of-print editions will be fulfilled with the 2018 editions once they have been published.

Please include the following information for each order:

- Purchase Order Number
- Items (including ISBN) and quantities being ordered
- "Bill to" and "Ship to" names and addresses including street, city, state, zip
- Name of contact person, telephone number, and email address
- Shipping preference, if any (If freight shipment, is a loading dock available?)

The cost of the books plus the actual shipping charges (unless shipped collect or billed to your shipping account) will be invoiced to the organization ordering the publications.

The **return policy** will be 10% of the books ordered within one year of purchase. A **Return Authorization Number** will be necessary and the books returned postage prepaid. To request a Return Authorization, please submit a request with all relevant information to XanEdu in the same way you place orders. We will respond with directions including shipping instructions.

Please examine shipments upon receipt and notify us immediately if books arrive in damaged condition. Credit will be given for damaged books only if we are notified in a timely manner.

**Additional Ordering Information  
for  
2018 Florida Basic Recruit Textbooks**

Textbooks will be invoiced by XanEdu, Inc., PO Box 998, Ann Arbor, MI 48106-0998.

Customer Service for invoicing questions can be reached at 1-800-218-5971.

Federal Tax ID is 27-0760968. Terms are Net 30.

Payment should be sent to:

XanEdu, Inc.  
File 1256  
1801 W. Olympic Blvd.  
Pasadena, CA 91199-1256

**Estimated Carton Shipping Cost**

Textbooks will be packaged 12 to 24 copies per carton. Please note that the shipping costs may vary depending on location and shipping method. Please call or email for an estimate of shipping costs. We will need to know the number of copies of each text being shipped and the destination zip code(s) in order to provide an estimate.

**Contact Information**

If you have any questions about ordering, including questions about shipping costs, please contact us at [textbookorders@xanedu.com](mailto:textbookorders@xanedu.com) or 1-800-218-5971.

Contact information for FDLE assistance: Distance Learning & Publishing Manager Judd Butler at [JuddButler@fdle.state.fl.us](mailto:JuddButler@fdle.state.fl.us) or 850-410-8654.