Criminal Justice Standards and Training Commission

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

February 9, 2015

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION
TECHNICAL MEMORANDUM 2015-01

TO: Criminal Justice Training Center Directors

FROM: Director Dean Register
Criminal Justice Professionalism Division

SUBJECT: **2015 Textbook Order Forms for Basic Recruit Training Materials**

We recently completed an invitation to bid on the printing of the basic recruit training program textbooks. XanEdu Publishing is the new vendor for the 2015 Florida Basic Recruit Training Program textbooks.

Staff determined there were no necessary revisions made to the 2015 Corrections textbook; and the remaining 2014 Corrections text books may be used in the classrooms. If individuals need to order new Corrections textbooks, the textbooks will have the same International Standard Book Number (ISBN) and a note on the cover indicating they are the 2014/2015 editions.

The 2015 Florida Correctional Probation Basic Recruit Training Program Course Guide has been updated and will be available online before June 1, 2015.

Attached, please find a XanEdu Publishing order form, reflecting the price changes and the new email address for individuals to place orders: corders@xanedu.com. Please place orders by **March 16, 2015**.

If you have any problems with your order(s), please contact XanEdu Sales Representative Nate Cenovski at Ncenovski@xanedu.com or (586) 634-8479.

If you have questions or concerns, please contact Government Analyst Mariann D'Arcangelis at marianndarcangelis@fdle.state.fl.us or (850) 410-8384.

DR/mgd

Attachments

cc: Criminal Justice Standards and Training Commission

XanEdu
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530 Great Road
Acton, MA 01720

P 800.562.2147
F 978 263 9190

www.xanedu.com

Ordering Information
For
2015 Florida Basic Recruit Textbooks

The 2015 Florida Basic Recruit Textbooks are being published by XanEdu Custom Publishing.

Please **place orders** by **March 16, 2015,** by

- Fax: 888-802-5734
- E-mail: copleyorders@xanedu.com

Books are expected to ship around May 28, 2015

2014 Title	ISBN	Price
FL BRTP Law Enforcement Academy, Vol I 2015 edn	978-1- 58390-214-1	$4.53
FL BRTP High Liability Curriculum, Vol 2 2015 edn	978-1- 58390-215-8	$2.55
FL BRTP Correctional Curriculum, 2014/2015 edn*	978-1- 58390-130-4	$2.30

*The 2014 Correctional Curriculum has been extended to a 2014/2015 edition; the ISBN remains the same.

Please note that all 2012 and 2013 textbooks are now out of print and 2014 textbooks will be out of print as of June 30, 2014. Orders for out-of-print editions will be fulfilled with the 2015 editions once they have published.

Please include the following information for each order:

- 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.

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.

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Additional Ordering Information
For
2015 Florida Basic Recruit Textbooks

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

Customer Service for invoicing questions can be reached at 800.218.5971.

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

Payment should be sent to:
XanEdu Publishing, Inc.
25191 Network Place
Chicago, IL 60673-1251

Estimated Carton Shipping Cost

Textbooks will be packaged with 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 to each zip code and the zip codes in order to provide an estimate.

Contact Information

If you have any questions about ordering, including questions about shipping costs, please contact us at textbookcc@XanEdu.com or 800.562.2147.

Contact information for FDLE assistance is Mariann D'Arcangelis, Government Analyst II, MariannDArcangelis@fdle.state.fl.us, 850.410.8384.