



**Are you finished with your Night School textbooks?  
Sell them back! Get up to 70% of their resale value! \***

### **How to get your books to CSBE:**

Drop off your used books in person (9am-4pm Monday-Friday) or send it by courier to the address below. **If you are not delivering them in person, make sure you include a note with your name, address, telephone number, e-mail address, night school name and who we are to send the cheque to.** Once CSBE receives your books, we will provide you a statement containing your tracking number.

\* For books on the next term's curriculum at your school, you can expect to receive 20% - 70% of the books resale price, depending on condition, after we sell the book. **The average good condition on-curriculum book will receive 50% of the used resale price.**

Attention: Night School Consignment Receiving  
Canadian School Book Exchange  
3300 Ridgeway Dr., Unit 5  
Mississauga ON L5L 5Z9

### **How do I track my consignment books and payments?**

You will receive a mail or e-mail statement once we have registered all your consignment books. To track the status of your consignment books, log-in to the consignment tracking feature on your online school bookstore ([www.csbe.net/school/coned](http://www.csbe.net/school/coned)). You will need the information from the statement for web access.

### **When will CSBE send payments?**

CSBE will send payments for books sold on roughly a quarterly basis. If you believe you should have been paid for books but have not received payment(s), please first track the consignment as described above. If you need more information, please contact CSBE with your consignment number and we will track your payment(s). **CSBE will not automatically issue payments for less than \$10.00.** These funds will be held for credit on future orders, combined with other consignment submissions or paid out on request.

### **Can I have my unsold books back?**

Please contact CSBE at [INetSales@csbe.net](mailto:INetSales@csbe.net) with your consignment number and we will make arrangements with you to have your unsold books returned. You may be responsible for shipping charges where applicable. Please be aware of the following:

- Within two (2) years of receipt of your books, unsalable books (damaged or not-in-demand) may be donated to developing countries or properly recycled at CSBE's discretion. You will be notified by e-mail in advance, and will have two (2) months to contact CSBE to request them back.
- After two (2) years, unsalable books may be donated or recycled without notice at CSBE's discretion