



**COPYMAT WESTWOOD READER SERVICES, WITH INFORMATION TO MAKE YOUR PURCHASE AS SIMPLE AS POSSIBLE**

Based on experience over many years, we know that for many reasons not all students purchase the readers for a class.

Thus, we always produce an "initial run" of readers for each class, which is a percentage of the enrollment anticipated.

We of course print more as needed, so that every student who wants a reader will get one. It is then in what we call "reorder" status.

We have worked out a system to make this process hopefully as convenient as possible for you:

First, call Copymat to find out if the reader is still on the shelf or if it has gone in to reorder status. If it is still "on the shelf and available", you can purchase one via credit or debit card over the phone and it can be held for you.

If it is already on reorder status, you can pre-pay/purchase it via credit/debit card over the phone, and it will be printed for you and held for you in your name. It will be ready in 24 hours. If you call in the morning and we can fit it in, we will try to have it ready later that day. This is not always possible, due to other deadlines, but we will try to accommodate you.

The above steps will enable you to have to make only one trip instead of two, thus saving you time.

Of course, you can come to our shop and place your order in person, and pay by either cash, check, or credit/debit card.

We hope this makes the process of obtaining a reader more convenient for you.

Our store location is:

10919 Weyburn Avenue

Phone: 310 824 5276

We are open 9AM – 5PM Monday through Friday. During reader season, we are often still open after 5PM.

Thanks,

The Copymat Staff