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A Step-by-Step Guide for

our Special Launch Offer

Step 1:

Please click on the e-mailed **LINK** provided by your editor. If the link does not work, you may alternatively log into your account on your publisher's website, click on **PROJECTS** and then on **SHOW OFFER**.

Step 2:

After clicking on the mentioned link, you will be directed to the following page on our online bookstore. Please **CHOOSE** ① one of the listed quantities of books you wish to purchase.

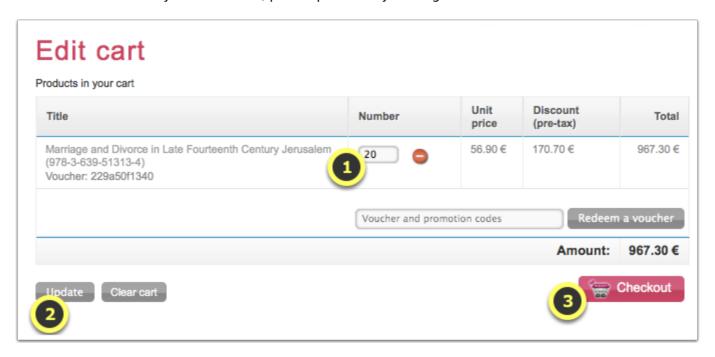




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Step 3:

After having made your selection, you will be given the possibility to review the number of wished quanties before proceeding. You may **CHANGE** ① the number of yet to be ordered copies and click on **UPDATE** ② to refresh your cart. Then, please proceed by clicking on **CHECKOUT** ③.

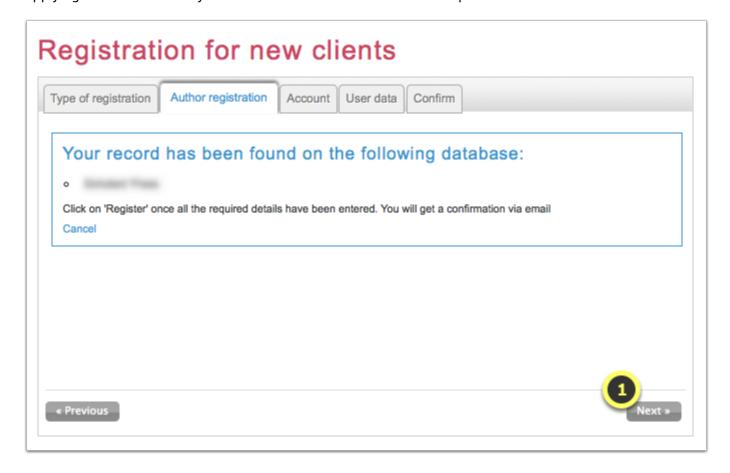




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Step 4:

It is required to register on our bookstore to place orders. By using the e-mailed **LINK** provided by your editor OR by clicking on **SHOW OFFER** from your account on the publisher's website as described in Step 1, our bookstore is able to identify you as an author of a cooperating publisher, and therefore apply agreed discounts to your orders. Please click on **NEXT** ① to proceed.

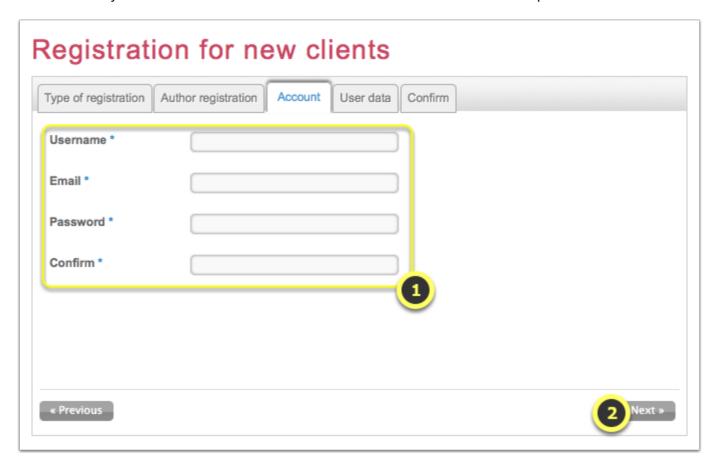




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Step 5:

Now you will be asked to create a **USERNAME**, provide a valid **EMAIL ADDRESS** and enter your **PASSWORD** twice ①. Please type in a username and password of your choice. Please remember this information is your future **LOGIN DATA** for our bookstore . Click on **NEXT** ② to proceed.

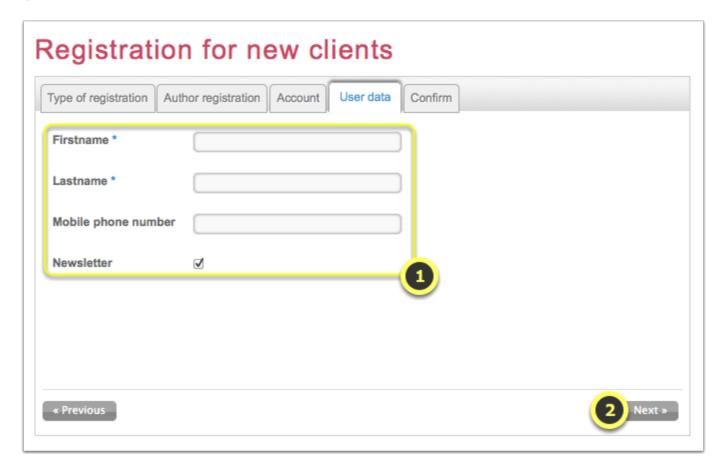




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Step 6:

Kindly provide us with your **FIRST** and **LAST NAME** ①. Providing a telephone number is not compulsory and you are free to subscribe or not to our newsletter. Please proceed by clicking on **NEXT** ②.

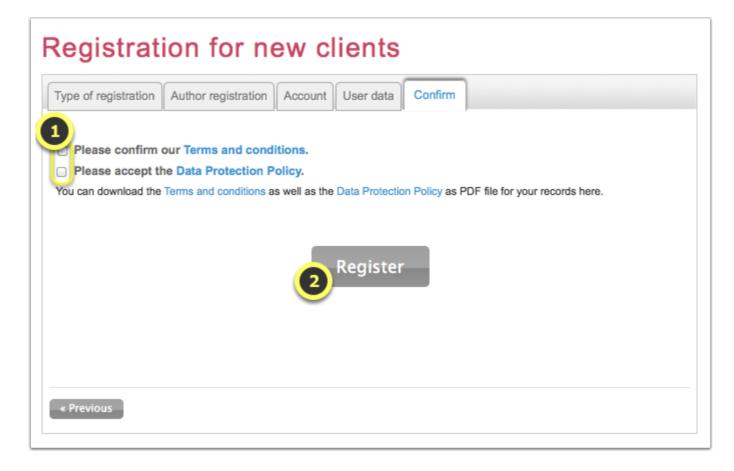




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Step 7:

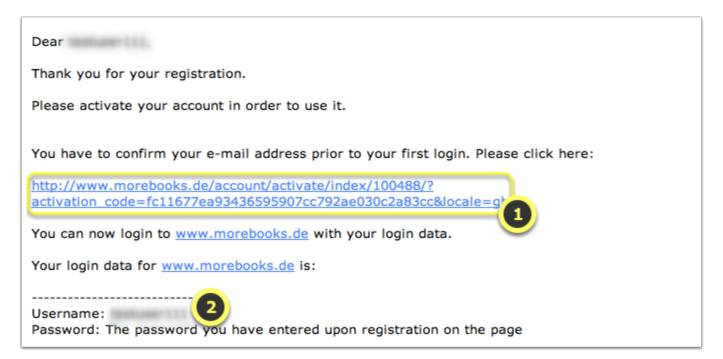
You may now download a PDF copy of our Terms and Conditions and Data Protection Policy ①. Then, please click on **REGISTER** ② to finalize the registration process.



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Step 8:

For security purposes an **ACTIVATION LINK** ① will be sent to the email address you furnished during the registration process. Please click on the provided link to activate your account.



Step 9:

Please move your cursor to "LOGIN / REGISTRATION" found at the top-left corner of our bookstore's website. Now, please log into your account with the **LOGIN DATA** ① you furnished a few minutes ago during the registration process. Once you are registered, please click on **CHECKOUT** ②.

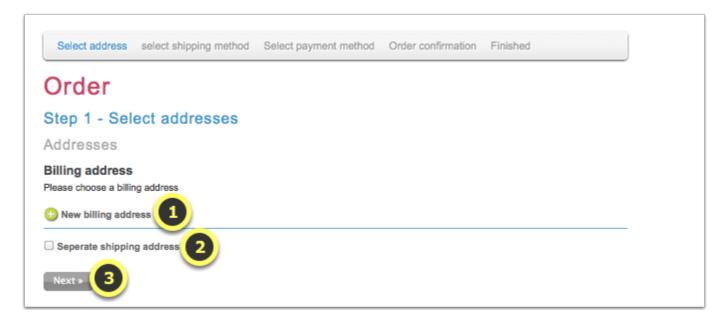




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Step 10:

As illustrated below, you will be asked to provide us with a **BILLING** address. Please enter a valid one by clicking on **NEW BILLING ADDRESS** ①. The billing address will also be used to ship your order, but **if necessary**, you have the possibility to provide a different SHIPPING address by selecting **SEPARATE SHIPPING ADDRESS** ②. Please click on **NEXT** ③ to move on.

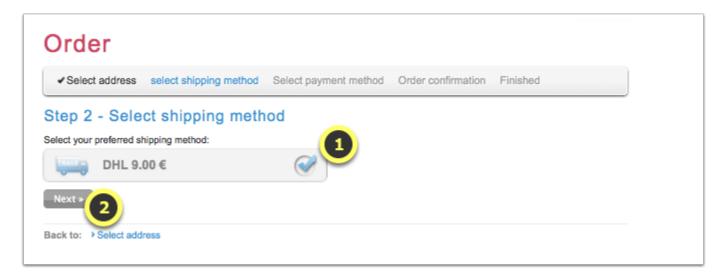




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Step 11:

Depending on your geographical location and the number of ordered copies, you might have to choose between a few shipping methods or couriers. Please select the most appropriate **SHIPPING METHOD** ① and move on the **NEXT** ② button.

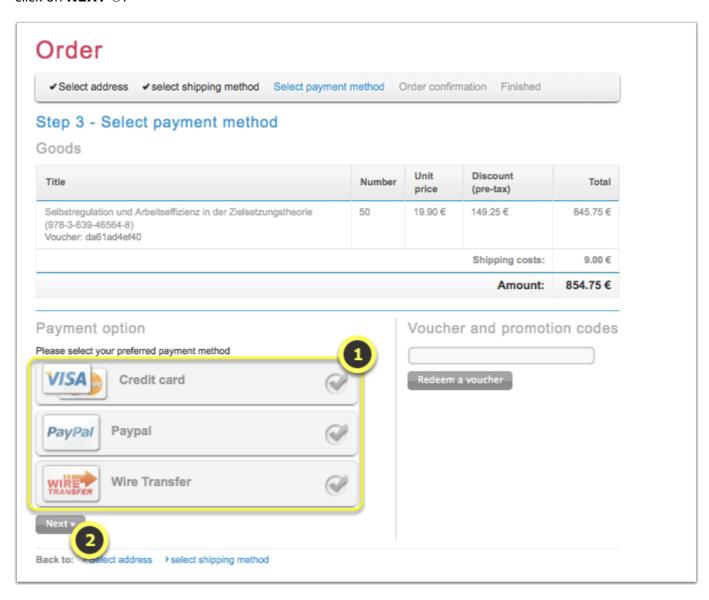




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Step 12:

Our bookstore puts 3 payment methods at your disposal: **Credit Card**, **PayPal** and **Bank** / **Wire Transfer**. Orders paid by Credit Card and PayPal are processed immediately. Orders paid by Bank/Wire Transfer are processed upon payment receipt. Please **SELECT** ① the desired payment method and click on **NEXT** ②.





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Step 13:

Your order is now almost ready to be submitted. At this stage you have a final overview of the quantity and details of ordered items, shipping & billing addresses, shipping and payment method. Please review every detail one last time. When you are ready, please **ACKNOWLEDGE** ① that you have read our Terms & Conditions and Data Protection Policy. Finally, please click on **CONFIRM ORDER** ②. Thank you!

