

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**SPECIAL ORDERS**

The Bookstore will provide special order services for customers. "Special Orders" are defined as those items which the College Bookstore does not stock, but fall within the normal range of merchandise sold in a bookstore.

1. Customers will pick up the special order items from the Bookstore or the Dock.
2. Customers may be required to make a nonrefundable deposit.
3. The retail cost will be based on normal bookstore mark-ups plus shipping charges and sales tax.
4. Special orders will not be released unless paid for in full.

Revised—Administrative Committee  
August 4, 1981  
Revised—Cabinet  
April 2, 1990  
Reviewed—Cabinet  
May 30, 1996  
Revised—Cabinet  
March 7, 2000  
January 17, 2006  
Reviewed—VP and CFO  
August 1, 2019