

TBI Media Shopping Guidelines

1. The **TBI Media** page displays our Printed and Digital Media products. Click a title to read a detailed description of each item or to listen to an audio sample.
2. Use the **Add to Cart** button located at the bottom of each description page to start the process of ordering the items you would like to purchase.
3. Click the green **View Cart** box on the description page or click the red **Cart** symbol to the right of the main menu to see the products you have selected.
4. To consider other purchases, click the green **Continue Shopping** box. You can also use the **TBI Media Logo**, the **TBI Media** main menu option, or the **Home** option in the breadcrumb trail to return to our collection of products.
5. **PLEASE BE AWARE** that our shopping software has a few limitations. Your purchase of TBI Printed Media items is restricted to no more than 2 copies of a single publication. Our shipping calculator provides charges for domestic (United States) purchases only. Finally, only one download of each of our TBI Digital Media files is permitted per order.
6. When you have finished shopping, click **Proceed to Checkout**. On the **Checkout** page you will enter your contact information. All of the billing and shipping details marked with a red asterisk * are required. The software will calculate your final shipping and handling charges; sales tax will be added for Arizona residents. Before leaving this page, you will be required to read and agree to the **TBI Media Terms and Conditions**. Next, click **Proceed to PayPal**.
7. It will take a few moments for our website to connect you to the PayPal system for processing your payment. If you do not have a PayPal account, all major credit cards can also be used by their system. The charge for your total purchase will be shown at the top of the page. When you have selected your method of payment, click the **Pay Now** button.
8. Next, PayPal will provide a summary of your purchase, a receipt number and an email confirmation. **Please be sure** to click the **Return to Merchant** button at the bottom of the summary to be taken back to TBI Media to finalize your purchase.
9. When you return to TBI Media, our **Thank You** page will provide final instructions and further documentation of your order for you to print or save. If you have purchased TBI Digital Media files, the **Thank You** page will also include black boxes labeled with the titles of the files to use as links when you are ready to download your purchases.
10. **IMPORTANT: Before you begin downloading**, please be sure that you are familiar with how the process works on your equipment and where your downloaded files are stored. Since some of our digital files are quite large, **it is essential that you use a desktop or laptop and a reliable internet connection to receive your purchase; smart-phones and tablets should not be used**. Click one black box link at a time to download your items. The downloading process must be completed before you leave the **Thank You** page and within 24 hours of your purchase.

