



Pearson

**PEARSON EDUCATION**

## **STANDARD TERMS AND CONDITIONS**

### **TRAINING CENTERS - updated 6/1/18**

1. **CONTRACT.** The acceptance of any goods purchased from Pearson Education, Inc. or any of its affiliates (collectively, "Pearson") by Purchaser shall constitute agreement to all these terms and conditions (the "Terms") which also appear on our invoices. These Terms constitute the sole agreement between the parties relating to the subject matter, except for specific terms and conditions published by Pearson and agreements, amendments or waivers agreed to in writing by the party against whom they are to be enforced. Any contrary or inconsistent terms appearing on purchase orders, acknowledgments or other documents of Purchaser shall not be binding on Pearson.
2. **MERCHANDISE.** As used in these Terms, "Merchandise" includes all or any portion of the goods described in any of Purchaser's purchase orders to Pearson, Pearson's invoices, and all packaging, instructions and other materials normally included with the goods.
3. **BILLING AND PAYMENT.** All amounts owing from Purchaser to Pearson with respect to the Merchandise shall be paid by Purchaser within the number of days specified on Pearson's invoice, monthly statement and/or the applicable Discount Schedule. Unless a set-off or deduction is specifically provided for by Pearson in a valid credit memo, Purchaser may not charge back to Pearson or make any set-offs or deductions, including but not limited to set-offs or deductions for violations of customer shipping or routing guidelines, anticipated returns deductions or set-offs or deductions for cooperative advertising allowance programs and/or other promotional programs. Pearson shall process any approved credit to Purchaser's account in accordance with Pearson's standard practices and procedures.
4. **PURCHASE ORDER.** Orders for Merchandise are subject to acceptance and availability.
5. **RISK OF LOSS.** Risk of loss passes to Purchaser upon shipment of the Merchandise by Pearson from Pearson's warehouse, unless otherwise indicated in the applicable invoice or discount schedule.
6. **PRICES AND TERMS.** Pearson's prices are subject to change without notice. Pearson's discounts are subject to change at Pearson's discretion with notice. (See Appendix A for our current discount schedules and policies). Pearson is not bound in any way to any prices appearing on Purchaser's purchase order.
7. **BROKERED INFORMATION.** Purchasers who use information obtained from Information Brokers should be aware that Pearson stands behind **only** product information that is issued directly from Pearson. Purchasers who themselves act as Information Brokers and reformat or process Pearson product information should acknowledge to their customers and to Pearson that they have reformatted or processed the original data.
8. **REJECTION.** Purchaser may, immediately on receipt of the Merchandise, reject and return **prepaid** to Pearson, and at Purchaser's risk, any Merchandise that is defective, or that violates any law, regulation, or court or administrative order, or infringes any patent, trademark, copyright or other right. Pearson will reimburse Purchaser for the documented

actual transportation charges for return of any such Merchandise.

9. **RETURNS.** Except for goods subject to the last sentence of this paragraph 9 or sold on a non-returnable basis, Purchaser may return, at Purchaser's risk and expense, Merchandise in accordance with Pearson's standard practices and procedures (See Appendix B for current policy). Purchaser assumes, and shall bear and pay, all risks and expenses of returning any such Merchandise. If Purchaser returns any product that is damaged, used or otherwise ineligible for credit for any reason specified in our policy, Pearson has the right to dispose of it without any further obligation, including, without limitation, notice, credit obligation or obligation to return it to the account. A fee may be assessed for any extra handling Pearson incurs to return to the Purchaser products that are ineligible for credit. Purchaser's account will be charged a 2% returns restocking fee based on the returns value of Pearson Higher Education **print product** from source codes 0, 1, D, G, J, L, M, Q, R, and V, invoiced on or after September 15, 2017. The restocking fee shall not apply to goods that are rejected and returned to Pearson in accordance with Section 8 above or recalled in accordance with Section 10 below.

Source Code	Business Unit
0	WORLD LANGUAGES
1	HUMANITIES & SOCIAL SCIENCES
D	BUSINESS
G	TEACHER EDUCATION
J	INFORMATION TECHNOLOGY
L	ENGR / COMP SCIENCE
M	ACADEMIC SCIENCE
Q	HEALTH SCIENCE AND CAREERS
R	ENGLISH, MATH, AND STUDENT SUCCESS
V	PEARSON CUSTOM PUBLISHING

10. **RECALLS.** In the event the Merchandise is the subject of a recall by Pearson, Pearson shall be responsible only for (a) at Pearson's election, supplying Purchaser with corrected versions of the recalled Merchandise in a quantity equal to the quantity recalled or reimbursing Purchaser for the costs paid by Purchaser to Pearson for such Merchandise, and (b) reimbursing Purchaser for all out-of-pocket expenses actually incurred and well-documented by Purchaser in connection with returning the recalled Merchandise to Pearson, or, at Pearson's election, destroying it in the field and providing Pearson with certification as to such destruction.
11. **TAXES.** Pearson is required to collect applicable sales/use or similar taxes from Purchasers in every state. If Purchaser is tax-exempt, Purchaser shall provide Pearson with a valid tax exemption certificate for each state where Merchandise will be delivered. Pearson shall have no liability for any tax required to be billed, collected and/or remitted by Purchaser as a result of sales of Merchandise to Purchaser, and Purchaser shall defend, indemnify and hold harmless Pearson against all losses, penalties, interest and expense (including reasonable attorneys' fees) arising out of any claims relating to such liability for taxes.
12. **CHANGES AND CANCELLATION.** Pearson may make changes in quantities, casepacks, drawings, specifications, delivery schedules, method of shipment and packaging, and may cancel or terminate work on any purchase order for its own convenience, in whole or in part, by written or electronic notice at any time. **In no event shall Pearson be liable to Purchaser for any damages of any kind, nature or description (including, without limitation, special or consequential damages or losses) arising out of Pearson's failure or alleged**

**failure to fill orders from Purchaser in whole or in part.**

13. **FORCE MAJEURE.** Neither party shall be deemed in default of its obligations to the other party to the extent that performance of its obligations or attempts to cure any breach are delayed or prevented by reason of any act of God, fire, natural disaster, accident, riots, acts of government, shortage of materials and supplies, or any other cause beyond the reasonable control of such party; provided, that the party interfered with gives the other party written notice thereof within 10 working days of any such event or occurrence.
14. **COMPLIANCE WITH LAWS AND REGULATIONS.** Pearson and Purchaser each shall comply with all laws and regulations applicable to the sale and purchase of the Merchandise, respectively, and any provisions required to be included in these Terms shall be deemed to be incorporated by reference unless excluded or disclaimed.
15. **HOLD HARMLESS.** Purchaser shall indemnify and hold Pearson harmless from and against any and all loss, damage, cost, charge or expense, including reasonable attorneys' fees, which Pearson may suffer or sustain on account of injury to, or death of, any persons, or damage to or loss of property arising out of the performance of these Terms by Purchaser, its employees, agents or representatives.
16. **EQUAL OPPORTUNITY CLAUSE** Pursuant to Presidential Executive Order 11246, as amended by Presidential Executive Order 11375, the Vietnam Era Veterans' Readjustment Act of 1974 and the Rehabilitation Act of 1973 as amended, Pearson does not and Purchaser shall not engage in any discriminatory practices against individuals based on their status as protected veterans or individuals with disabilities, or based on race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. To the degree they are applicable, the following provisions are incorporated herein by reference and are binding upon Pearson and Purchaser as if set forth fully at length herein: 41 CFR 60-1.4; 41 CFR 60-250.4, 41 CFR 300.5(a), 41 CFR 60-741.4, and 41 CFR 741.5(a).
17. **OTHER REMEDIES.** The exercise of any remedy herein shall be without prejudice to any other right or remedy available to either party.
18. **COLLECTION FEES AND ACCELERATION.** Purchaser shall be responsible for all attorneys' fees incurred by Pearson in collecting its receivables from Purchaser and for interest on all amounts past due at the rate of 10% per annum, but not to exceed the maximum rate allowable under law. Pearson retains the option to accelerate the entire indebtedness of Purchaser's account if Purchaser is late in making a payment to Pearson.
19. **SOLVENCY.** By ordering and accepting delivery of Merchandise, Purchaser represents to Pearson that Purchaser is solvent and will make payment in full and when due for such Merchandise in accordance with this Invoice. In the event that Purchaser orders and/or accepts delivery of any Merchandise while insolvent, Purchaser shall immediately return all such Merchandise to Pearson, and any and all Merchandise en route to Purchaser at such time shall be returned immediately upon Purchaser's receipt. Events which shall be deemed to establish Purchaser's insolvency include but are not limited to the filing of a bankruptcy petition by or against Purchaser and/or Purchaser's admission of its inability to pay its debts when due.
20. **CLAIMS.** All claims relating to the shipment and/or the applicable Invoice and/or Merchandise must be made in writing within 45 days of the date of the Invoice. Any request for proof of delivery must be made within 30 days of the date of the Invoice.

21. **DISCLAIMER OF WARRANTIES & INDEMNITIES.** The merchandise is provided on an "as is" basis and all warranties and conditions, whether express, implied or collateral, including without limitation, any warranties of merchantability, fitness for use, data accuracy and non-infringement are hereby disclaimed. Pearson shall have neither liability nor responsibility of any kind arising in any manner hereunder or in connection with the Merchandise to any person or entity with respect to any loss or damage of any kind, nature or description, however caused.
22. **SEVERABILITY.** In the event that any provision of these Terms or the application of any such provision to either Pearson or Purchaser shall be held by a court of competent jurisdiction to be contrary to any state or federal law, or otherwise unenforceable, the remaining provisions of these Terms shall remain in full force and effect as though such unenforceable provision had not existed.
23. **JURISDICTION; VENUE; CHOICE OF LAW; UCITA.** The state or United States District Courts of the State of New York sitting in New York County, shall have the sole and exclusive jurisdiction to hear and determine any dispute or controversy arising under or concerning these Terms, and the rights and obligations of the parties with respect to the subject matter shall be construed in accordance with the laws of the State of New York applicable to agreements made and fully performed therein without regard to the State's principles of conflicts of laws. If, however, the Uniform Computer Information Transaction Act is enacted as part of the laws of New York, in no event shall it govern any aspect of these Terms or the Merchandise.

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**Training Center Terms and Conditions**

**updated 6/1/18**

<b>Product / Title Type (Discount Code)</b>	<b>Discount off List</b>
Trade Computer/Mass Market (X)	49%
Professional Books (Y)	40%
Professional Reference (R)	32%
Brady Fire Science (A) & Textbooks (K)	25%
NCCER Construction Books (C)	25%
Non Discounted Titles (N)	0%

**Payment Terms: Net 30 days from invoice date**

**Freight Terms: FOB Pearson's Dock**

All orders are subject to acceptance and availability. Discounts are off suggested single copy (list) prices. Prices are subject to change without notice. No minimum purchases are required.

### PEARSON EDUCATION

## Corporate Returns Policy

### Returns Address

Pearson Education Returns Facility  
258 Prospect Plains Road  
Cranbury, NJ 08512

**Policy**--100% of your purchases of active and out of print products purchased directly from Pearson Education may be returned for credit provided your return is received undamaged and in resalable condition at our Returns Address within 15 months of the original invoice date. Prior authorization is not required.

**Superseded Editions**-- Superseded editions must be returned by April 30 of the new edition's copyright year or within 90 days of the new edition's publication date, whichever is later.

**Damaged Titles**-- Titles damaged in transit by the carrier must be reported immediately to Pearson Higher Education Customer Service so that a claim can be filed.

**Eligible Titles**-- All returns must be in condition to be resold as new and accompanied by available invoice information (indicating the invoice number). Credit will be issued at the referenced invoice price, if eligible, or at the most recent invoiced price for the title according to Pearson's record of the account's purchase history. Damaged books, instructor review and complimentary desk copies, used books, pirated books, and international editions not for resale in the U. S. are ineligible for return and will not be credited. These products and any other titles ineligible for credit may not be returned to you.

It is the responsibility of the account to remove any stickers placed on and/or inserts placed in products by the account so that the product meets Pearson's resalable as new condition.

**Non-Compliance**--Pearson reserves the right to review and reduce, or suspend an account's return privilege if the account returns products specifically identified above as ineligible for return.

**Credits** -- Credit for eligible returns will be issued at the invoiced price or at the most recent invoiced price for the title according to Pearson's record of the account's purchase history.

### **Valuepacks**

Individual products sold by Pearson shrink wrapped together as "valuepacks" for the benefit of certain instructors and students must be returned as purchased with the valuepack shrink wrap unopened.

### **Multimedia**

Multimedia, including software in the form of floppy discs, CD-Roms, video and audio tapes and CDs, plus access codes for on line access, must be returned in the original sealed package.

### **Pearson Learning Solutions**

Pearson Learning Solutions ISBNs (i.e. Custom) ordered on or after June 6, 2016 will be granted returns privileges up to 100% of the order quantity, provided the return is received by Pearson in

resalable condition within 15 months of the invoice date. Custom ISBNs ordered before June 6, 2016 are subject to the prior 10% returns limit on custom titles. The returns must be limited to purchases purchased directly from Pearson Education & require prior authorization. Email your return request to [returnspls@pearson.com](mailto:returnspls@pearson.com).

### **Restocking Fee**

Purchaser's account will be charged a 2% returns restocking fee based on the returns value of Pearson Higher Education **print product** from source codes 0, 1, D, G, J, L, M, Q, R, and V, invoiced on or after September 15, 2017. The restocking fee shall not apply to goods that are rejected and returned to Pearson in accordance with Sections 8 or 10 above.

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**Freight Charges**-- Purchaser assumes, and shall bear and pay, all risks and expenses of returning any such Merchandise. Returns freight charges are the Purchaser's responsibility, unless the product has been officially recalled by Pearson.

### **Titles Ineligible for Return and Credit**

- Returns that are damaged or otherwise not in condition to be resold as new. It is the responsibility of the account to remove any stickers placed on and/or inserts placed in products by the account so that the product meets Pearson's resalable as new condition.
- Returns not accompanied by available invoice information (indicating the invoice number).
- Instructor review and complimentary desk copies.
- Used books.
- Counterfeit books.
- Exported copies and international editions not sold by Pearson for resale in the U. S.
- Individually returned valuepack components removed from the valuepack shrink wrap.
- Multimedia, including software in the form of floppy discs, CD-Roms, video and audio tapes and CDs, and access codes for on line access removed from the sealed packaging.

These products and any other titles ineligible for credit may not be returned to you.

### **Non-Compliance**

Pearson reserves the right to review and reduce or suspend returns privileges and ordering privileges for accounts that persist in

- Procuring, offering, or distributing counterfeit copies,
- Procuring, offering, or distributing copies of International Editions and/or Internationally sourced products not sold by Pearson Education for sale in the U.S,
- Selling and/or attempting to return individual valuepack components separately, or
- Attempting to return other product that is ineligible for return.

If Purchaser returns any product that is damaged, used or otherwise ineligible for credit for any reason specified in our policy, Pearson has the right to dispose of it without any further obligation, including, without limitation, notice, credit obligation or obligation to return it to the account. A fee may be assessed for any extra handling Pearson incurs to return to the Purchaser products that are ineligible for credit.

**Note** – Prices are subject to change without notice.