

Dear Customer:

Many thanks for partnering with Ignatius Press for your feature presentation of *ST. TERESA of AVILA* at your *Ignatius Night at the Movies!*

Your free DVD set for the showing is included in this shipment and your promotional materials will arrive under separate cover from our California office. Additional promotional materials may be downloaded from our website: www.ipmovienights.com.

Here are some points to keep in mind for your *Ignatius Night at the Movies* event.

- You can offer for resale the Ignatius Press DVDs in this package.
- If you run out of DVDs, you can take paid orders for additional DVDs. These can be ordered in quantities of 5 or more at a 25% discount and with free shipping for the full 6 months of your agreement. Please fill out the reorder section on your agreement form and fax in or contact me (contact information is below).
- Collect all money – **please be sure all customer checks are made payable to your organization so that you can write one check from your church, school or organization to Ignatius Press if mailing your order for additional DVDs.**
- Be responsible for notifying customers for pick-up of orders placed.
- Understand that you may *not* return any of the DVDs purchased for resale unless defective. If you receive any defective DVDs, please notify us within 30 days.

Accompanying this letter are the DVDs you can sell at the showing, along with an invoice. If you selected the “Bill Our Parish” option, please remit a check with account or invoice number in the memo line and payable to **Ignatius Press, PO Box 1339, Fort Collins, CO 80522** within 30 days of receipt.

If you have any questions, please contact me. Be sure to have your invoice and/or account number available.

We hope this Movie Night provides a memorable event for your group.

Thank you again for hosting an *Ignatius Night at the Movies!*

Sincerely,



Diane Hanson
Ignatius Press Special Events Coordinator
Toll Free: 866-431-1531 ext 5
Direct: 734-455-1973
E-mail: dhanson@ignatius.com