# TEXTBOOK CENTRAL

www.textbookcentral.com

## ***Letter of Intent***

***For Textbook Information & Management Services***
***2026-2027***

Textbook Central is a sole source provider of Purchase Order/Book Inventory/Student Management systems, which has delivered cost effective management to the non-public textbook loan programs of participating Nassau County school districts since 2000.

For more than two decades, Textbook Central has worked closely with Nassau school districts to design, develop, implement and manage proprietary systems to enable minimal administrative function on the part of the school district to secure and process non-public student textbook requests. Textbook Central estimates that administratively a district issuing 200 purchase orders spends approximately $30,000 in personnel and process costs to fulfill those orders. Our proprietary systems virtually eliminate those expenses. Our web-based systems, designed specifically by our web design team for Nassau County districts, enable complete tracking and management of student enrollment information. This 'visibility' is only available from Textbook Central to the school districts and allows for accurate accounting of the resident students. No other vendor has the ability to provide these services.

**Textbook Central Administrative Textbook Fees**
(in addition to actual textbook expenses)

***Textbook Loan Program***: As in the past, an individual district's fee is calculated based on a tiered pricing structure which is applied to each non-public school individually. The district's total attendance at that school will have fees applied according to the following schedule:

| | | |
|---|---|---|
| First 25 students per school | $36.00 | per student |
| Next 26-250 students per school | $28.10 | per student |
| Over 250 students per school | $20.45 | per student |

***District Bookroom PO Management (MPO)***: The fee structure is 17% of the total textbook procurement expense.

**Tel/Logic Inc. requires that we have a signed contract on file before we may proceed with accepting orders on your behalf from the non-public schools. In order to facilitate planning and to reduce conflicts for your parents, we would appreciate the district returning this Letter of Intent via scan/email if you are unable to forward the signed contract at this time.**

**A SIGNED CONTRACT MUST BE FORWARDED AS SOON AS POSSIBLE TO PREVENT GAPS IN SERVICE WHICH COULD CAUSE CONFUSION FOR YOUR PARENTS AND THE NON-PUBLIC SCHOOLS BEING SERVICED.**

**PLEASE SIGN & RETURN THIS PAGE VIA EMAIL TO info@textbookcentral.com OR**

**FAX TO (516) 801-7870**

**Intended Participation for 2026-2027:**

**Name:** _____ **Title:** _____

**District:** _____ **Date:** _____

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