September 28, 2020

Welcome to a New Trimester,

The Palmer Bookstore is committed to being a resource for your chiropractic education. The Bookstore has been working closely with the College to be able to provide you with the tools you need to continue your classes on campus and on-line.

The required and recommended class books, note sets and supplies are on Brightspace as they are every new trimester. Please look over your lists carefully and follow the instructions below for processing your order:

**Fall 2020 Class Ordering Steps**

You have three options in which to purchase your academic materials:

1. Order as indicated below and utilize **curbside pick-up** from the Visitor Parking Lot; pick-up date and time MUST be pre-arranged.
2. Order as indicated below and have your order ready for in-store pick-up. No wait times. Book rental is also available, but must be processed with student in-store.
3. To comply with social distancing, we’re limiting the number of students in the Bookstore to 10 customers at one time.

To place your order for curbside, store pick-up or in-store shopping option:

* Find your required books, note sets, and supply list on Brightspace
* Email Jennifer, Loreen, or Katie with the items you are ordering – their emails are below
* Include your name, phone number, email, and address with your order
* **Please don’t send your form of payment via email. You’ll receive a call from one of our Bookstore staff members to gather your form of payment.**
* Your order will be prepared and processed at the Bookstore and distributed to you as requested.

The Bookstore is open Monday – Friday from 7:00 a.m. to 4:30 p.m. The Bookstore is limiting the number of customers to 10 at one time, given the size of our store. Be prepared for a possible wait time to enter the store and/or pre-order for a quick pick-up option. Ordering information is below.

Please don’t hesitate to contact Jennifer, Loreen, or Katie with any questions, we’re happy to assist you.

Jennifer Hansen (Asst. Manager) 563-884-5634 jennifer.hansen@palmer.edu

Loreen Frazier (Product Coordinator) 563-884-5633 loreen.frazier@palmer.edu

Katie Jeckell (Sales Associate) 563-884-5635 kathleen.jeckell@palmer.edu

Leann McDonald (College Bookstore Manager) 563-884-5191 leann.mcdonald@palmer.edu