

Whom To Contact At NBN



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Advice/General	Your Account Manager			
Backorders/Advances	Mark Cozy	mcozy@nbnbooks.com	301.459.3366	5506
BISAC Codes	Book Industry Study Group	http://www.bisg.org/what-we-do-0-136-bisac-subject-headings-list-major-subjects---2009-edition.php		
Bookstore shelving categories	NBN website	http://www.nbnbooks.com/production/NBN_Shelving_Categories.xls		
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End of Month Sales Reports	Karen Mattscheck	kmattscheck@nbnbooks.com	717.794.3800	3513
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Online report access/password	Karen Mattscheck	kmattscheck@nbnbooks.com	717.794.3800	3513
Out-of-cycle title	Your Account Manager			
Price Changes	Karen Mattscheck	kmattscheck@nbnbooks.com	717.794.3800	3513
Publicity Updates	NBN website form	http://www.nbnbooks.com/publishers/DataUpdate/Publicity.shtml		
Rebill Invoices	Tom Hunt	thunt@nbnbooks.com	717.794.3800	3702
Receiving Requirements	Karen Mattscheck	kmattscheck@nbnbooks.com	717.794.3800	3513
Remainder Processing	Karen Mattscheck	kmattscheck@nbnbooks.com	717.794.3800	3513
Reserve Stock Quantities	Mark Cozy	mcozy@nbnbooks.com	301.459.3367	5506
Revised art - updated covers	NBN website form	http://www.nbnbooks.com/publishers/dataupdate/CoverImages.shtml		revisedart@nbnbooks.com
Sales Conference	Your Account Manager			
Sales Materials	Your Account Manager			
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Stock Receipts	Karen Mattscheck	kmattscheck@nbnbooks.com	717.794.3800	3513
Stock Transfers	Karen Mattscheck	kmattscheck@nbnbooks.com	717.794.3800	3513
Title Updates	NBN website form	http://www.nbnbooks.com/publishers/dataupdate		

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