

**The IEC AV/Computer Co-op web catalog is now on-line.**

**Deadline for ordering is June 30, 2006.**

We should have some of the Pdfs created and available today. The rest of the Pdfs should be available by this Friday.

\*Remember that if you use the Pdf version of the catalog you will need to check the "Catalog Updates" Pdf to see if there have been any changes made since you viewed or printed the Pdf catalog.

Pictures can not be placed in the database until after we get the catalog online so we will be doing that soon.

We have made a few improvements to the site this spring including:

- 1) All current web browsers should now work with the site.
- 2) Added 'Related Items' to products so you can find accessories faster.
- 3) Updated product categories
- 4) Alphabetized the catalog categories
- 5) During the checkout procedure you can browse items offered by a specific

vendor. This will be helpful when your order is less than \$25 so that you can add items to get free shipping.

See the site for further information

<http://av.co-op.k12.ia.us>

As always, please contact us if you need help with ordering or have questions about products.

I would also ask you to email me if you find any mistakes in the catalog so that we can correct them right away.

And a final thought .... it is the customers' job to follow up on their own Purchase Orders. If you do not receive your order within a couple of weeks, please call the vendor contact that is listed in the Vendor file. That vendor contact will be able to help you answer all questions. If you call a vendor and speak to someone else you will probably get run around and not get the answers you are looking for. (If the vendor is not able to answer your questions, we will be happy to help you, just give us a call) Customers also need to inspect their purchases within 7 days of receipt and report any shipping damage to the shipper and the vendor.

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