

Ingram Publisher Services LLC

New Account Application: U.S.

Bill To:

Legal Business Name: _____

Business Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Accounts Payable Contact: _____

Phone: _____ Fax: _____ Email: _____

Ship To:

Ship To Address: _____

City, State, Zip: _____

Bank/Trade Information: Please attach your credit reference sheet if applying for net terms.

Number of years in business: _____

Type of business:

General Bookstore Trade Wholesaler Mail Order/Catalog Specialty Wholesaler Specialty Online Retailer
General Gift Museums(Includes Zoos and Aquariums) Toy and Children's Stores Stationery and Paper Stores
Pharmacies and Hospital Gift Stores Hardware and Home Improvement Lifestyle and Design Gardening and Outdoor
Hotel/Resort/Restaurant Art Supply and Craft Store Other: _____

Anticipated annual purchase from IPS: \$ _____

Please check if your preference is to use a credit card. Ingram Credit will contact you directly for all credit card information.

Sign up for paperless invoicing: Yes No If yes, please provide an email address: _____

Ownership Information for Sole Proprietorships & Partnerships:

Name: _____ Name: _____

Social Security Number: _____ Social Security Number: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone #: _____



Corporate Officers/Authorized Agents:

Name: _____ Name: _____

Title: _____ Title: _____

Authorization:

By signing below, I attest that all purchases made from publisher clients represented by Ingram Publisher Services (IPS) are for resell. Certain information contained herein is for the purpose of obtaining credit. I certify that this information is true and correct. I authorize IPS to verify this information, and obtain additional information from, but not limited to bank references, trade references, credit reporting agencies, or trade groups, from time to time as may be needed, in the credit evaluation process. No terms or conditions of Customer’s purchase orders different from the terms of Ingram Publisher Services will become part of any sales agreement, unless specifically approved in writing by IPS or by an individual publisher represented by IPS. All payments received from the Customer may be applied against invoices at the sole discretion of IPS and IPS shall have the right of recoupment of credit memos at its sole discretion. I understand that payment and discounts terms may be established by individual publishers and that immediately following submission and approval of this application, I will receive payment and discount terms that have been established for my market. I further agree that any order I place with IPS will indicate my acceptance of the terms established by IPS or the publisher of titles I am ordering. I understand that my account may be subject to a late charge of 1.5% (18% per annum) on all past due invoices. Furthermore, I understand that my orders may not be shipped if my account is past due and that any collection fees (including attorney fees) and costs related to the delinquency will be the company’s responsibility. Sole Proprietorships and Partnerships understand that his/her individual credit history may also be a factor in the evaluation of extending credit and hereby authorizes the use of consumer credit reports from time to time as needed.

 Signature & Title of Officer,
 Owner or Authorized Agent
 Printed Name
 Date

Ingram Publisher Services (IPS) can only distribute product to customers who are exempt from sales tax. Please follow the instructions below for any and all states where you will receive product from IPS.

- * **Alaska, Oregon, Montana, Delaware, New Hampshire:** Customers are exempt from Sales Tax. Please just sign the application.
- * **Massachusetts, New York, Virginia, Colorado:** Customers are required by their state to submit the state’s own resale certificate instead of the Resale Certificate below. Please sign the application and return it with a copy of your state’s resale certificate.
- * **Louisiana, Mississippi, Florida, New Mexico, Washington:** Customers must complete Resale Certificate below and include copy of state issued Sellers Permit.

Multi-jurisdiction – Uniform Sales and Use Tax Certificate

*The Multi-jurisdiction Uniform Sales and Use Tax Certificate develop by the Multi-state Tax Commission (MTC) is accepted by 34 states as a valid resale certificate. Therefore, it is the primary resale certificate we require our customers to complete. The following states accept the [Multi-jurisdiction certificate](#):

Alabama	Dist. of Col.	Iowa	Michigan	New Jersey	Pennsylvania	Texas
Arizona	Georgia	Kansas	Minnesota	North Carolina	Rhode Island	Utah
Arkansas	Hawaii	Kentucky	Missouri	North Dakota	South Carolina	Vermont
California	Idaho	Maine	Nebraska	Ohio	South Dakota	Wisconsin
Connecticut	Illinois	Maryland	Nevada	Oklahoma	Tennessee	

*** STGB F0003 – Streamline Sales and Use Tax Agreement**

Even though this is a valid certificate for several states, we only accept this certificate for Indiana, West Virginia, and Wyoming, as they do not accept the multi-jurisdiction certificate as a valid resale certificate.



This document contains the basic operating procedures for how all IPS divisions handle Purchase Orders, and allows our customers to alter their account settings to create a more efficient working relationship. IPS is not bound by any terms on any third party order forms or other ordering and purchasing documents that attempt to impose any terms and conditions of sale that vary from those stated herein. If you'd like more information, please contact your Sales Representative or Customer Service.

A. Holding NYP (Not Yet Published) Backorders: Once your account is opened, IPS, like most other publishers/distributors, accepts and holds backorders for NYP titles for **UP TO ONE YEAR**, or until the title's Release Date. If the title has not been released within 365 days of the order entry date, the order will be systematically cancelled, as this is our default setting. However, if you would like to alter that setting, select another option from the following:

Holds NYP BOs for up to 1 Year Another Date Range (Specify) _____ Cancel All NYP BOs (Fill or Kill)

B. Holding Out of Stock Backorders: Once your account is opened, IPS, like most other publishers/distributors, accepts and holds backorders for titles in print but currently out of stock for **UP TO 180 DAYS**. If the title has not been reprinted and the order fulfilled within 180 days from the order entry date, the order will be systematically cancelled, as this is our default setting. However, if you would like to alter that setting, select another option from the following:

Holds O/S BOs for up to 180 Days Another Date Range (Specify) _____ Cancel All O/S BOs (Fill or Kill)

C. Combining: IPS, like most other publishers/distributors, will combine purchase orders shipping when possible to reduce the amount of time and money you spend receiving and sorting orders. Invoices and pack lists will denote the individual title's Purchase Order number for every line in the shipment).

Combine Orders Where Possible Do Not Combine Orders (Freight will be charged where applicable to each non-combined order)

D. Shipping: Free freight eligibility at 15 units or \$350, otherwise standard freight charges apply. Non-standard freight terms apply to some markets. Refer to your sales representative for questions.

