

Credit Application



Legal Company Name: _____ Doing Business As Name (leave blank if same): _____

A. Bill To Information

Name: _____ Address 1: _____ Address 2: _____
City: _____ State: _____ Zip Code: _____ Country: _____
Phone: _____ Fax: _____ SAN: _____
Primary Contact Name: _____ Phone: _____ Email: _____
Secondary Contact Name: _____ Phone: _____ Email: _____
Financial Contact Name: _____ Phone: _____ Email: _____
Receiver Contact Name: _____ Phone: _____ Email: _____

B. Ship To Information (Enter up to 2 Ship To addresses – if you have more, please supply on a separate page)

1) Name: _____ Address 1: _____ Address 2: _____
City: _____ State: _____ Zip Code: _____ Country: _____
Phone: _____ Fax: _____ SAN: _____
2) Name: _____ Address 1: _____ Address 2: _____
City: _____ State: _____ Zip Code: _____ Country: _____
Phone: _____ Fax: _____ SAN: _____

C. Freight Forwarder (only for International accounts)

Carrier Name: _____ Address 1: _____ Address 2: _____
City: _____ State: _____ Zip Code: _____ Country: _____
Phone: _____ Fax: _____ SAN: _____

D. Tax, Business Information

Sales Tax Resale Certificate Number: _____ Certifying State (see next page, section D): _____ DUNS: _____ D&B Rating: _____
Describe your Taxable Status (select one): Resale Not For Resale (If "Not For Resale," please attach a copy of your exemption letter/certificate)
Describe your company (select one): Sole Proprietor Partnership Corporation Years in Business: _____
Describe your company's bookselling type (select one): Retailer Wholesaler Other
Are you a Pubnet® User? Yes No (If "Yes," please insert your SAN in the field(s) above)
From which divisions will you be purchasing (select all that apply): All or PBG PGW CBSD PD (CDS)
What are your projected annual purchases from all Perseus divisions combined? \$ _____ What is your requested Credit Limit from Perseus? \$ _____
Are you sending this application through a Sales Representative? Yes No If "Yes," what's the Sales Rep's name? _____

E. Proprietor/Partner/Corporate Officer Home Address

Name: _____ Address 1: _____ Address 2: _____
City: _____ State: _____ Zip Code: _____ Country: _____ Phone: _____
Fax: _____ Email: _____ SS# (FEIN): _____

Have any of the proprietors/partners/officers had an account with Perseus before, or any of its affiliated companies? Yes No
Are there any publishing-related companies in which your proprietors/partners/officers have any interest? Yes No
(If the answer to either question above was "Yes," please provide the Company Name(s), Address, City, State, and Zip on a separate page)

The information in this application and in all statements submitted in connection herewith is for the purpose of obtaining credit and is represented by the applicant to be true and complete, and thus authorizes Perseus to investigate all credit references and any other matters pertaining to its financial responsibility. The applicant acknowledges that for balances exceeding terms, the applicant will be subject to a service charge of 1.5% per month (18% per annum), and future orders will not be shipped until the balance is cleared. If Perseus is forced to consign this account for collections, the applicant agrees to pay costs and expenses, including attorney fees. The applicant acknowledges that he/she has read and understood all pages of this account application.

Authorized Signature: _____

Print Name: _____ Title: _____ Date: _____

New Account Order Minimum: For new accounts establishing a line of credit, the opening order must equal \$250 (invoice value) or greater, and that order must accompany this New Account Setup Form. Orders for available titles from all the Perseus divisions (PBG, PGW, CBSD, Perseus Distribution) combine to meet this New Account Opening Order Minimum.

For time sensitive orders that must arrive within two weeks, we recommend prepaying your first order with a credit card, so long as your order contains titles that are available for shipping right away. If you are paying by credit card and a line item isn't available (either backordered or not yet published), that line item will be cancelled from your order.



References & Accompanying State Tax Certificate List

A. Publisher/Distributor References

Please provide at least three book vendor (publisher and/or distributor) references with whom you have an open account in good standing, choosing from either the list below or in addition to this list. Include your Bill To number for each reference you supply.

| Publisher/Distributor Name | Email Contact | Account # | Publisher/Distributor Name | Email Contact | Account # |
|----------------------------|---------------|-----------|---------------------------------|---------------|-----------|
| Baker & Taylor | | | Sterling Publishing, Co. | | |
| Chronicle Books | | | Von Holtzbrinck / St. Martin's | | |
| Dover Publications, Inc. | | | Airlift Book Company | | |
| Hachette Book Group USA | | | Grantham Book Services | | |
| Harcourt Inc. | | | HarperCollins UK | | |
| Harper Collins | | | Hi Marketing UK | | |
| Houghton Mifflin Co. | | | Little, Brown Book Group | | |
| Ingram Book Company | | | Macmillan Distribution (MDL) UK | | |
| John Wiley & Sons | | | Macmillan Publishing Co. | | |
| McGraw-Hill, Inc. | | | Marston UK | | |
| Pearson Education | | | McGraw-Hill | | |
| Random House | | | Pearson Education Services UK | | |
| Scholastic International | | | Random House UK | | |
| Simon & Schuster | | | Thames & Hudson | | |

B. Additional Publisher/Distributor References (if needed)

| | | | | |
|-------------|---------------|--------|--------|------------|
| 1) Company: | Contact Name: | Phone: | Email: | Bill To #: |
| 2) Company: | Contact Name: | Phone: | Email: | Bill To #: |
| 3) Company: | Contact Name: | Phone: | Email: | Bill To #: |

C. Bank Information

| | | |
|------------|------------|---------------|
| Bank Name: | Account #: | Account Type: |
| Address: | City: | State: |
| | | Zip Code: |
| | | Country: |
| | | Phone: |

D. Accompanying State by State Tax Certificate List ***

If you have locations in more than one state, please fill out the chart below. You only need to enter the individual state tax certificate number for most states, EXCEPT for those states marked with an asterisk, in which case you must supply us with a physical copy of the certificate. If you do not supply a copy of the certificate for those states that require it, we will have to bill your company sales tax.

| State | Tax Certificate # | State | Tax Certificate # | State | Tax Certificate # | State | Tax Certificate # |
|--------|-------------------|--------|-------------------|--------|-------------------|--------|-------------------|
| AK | | ID | | NC | | SC | |
| AL | | IL | | ND | | SD | |
| AR | | IN *** | | NE | | TN | |
| AZ | | KS | | NH | | TX | |
| CA | | KY | | NJ | | UT | |
| CO | | LA *** | | NM | | VT | |
| CT | | MA *** | | NV | | VA *** | |
| DC *** | | MD | | NY *** | | WA | |
| DE | | ME | | OH | | WV *** | |
| GA | | MI | | OK | | WI | |
| FL | | MN | | OR | | WY *** | |
| HI | | MO | | PA | | | |
| IA | | MS *** | | RI | | | |

*** We are required by the law of these states to retain a copy of that state's tax exemption certificate. If you do not supply a copy of the certificate, we are required by law to bill your company sales tax.



Vendor Operating Procedures

This document contains the basic operating procedures for how all Perseus divisions handle Purchase Orders, and allows our customers to alter their account settings to create a more efficient working relationship. If you'd like more information about this document, please contact your Sales Representative or Customer Service.

A. Holding NYP (Not Yet Published) Backorders: Once your account is opened, Perseus, 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 one of 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, Perseus, like most other publishers/distributors, accepts and holds backorders for titles in print but currently out of stock for **UP TO 90 DAYS**. If the title has not been reprinted and the order fulfilled within 90 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 one of the following:

- Holds O/S BOs for up to 90 Days Another Date Range (Specify) Cancel All O/S BOs (Fill or Kill)

C. Combining: Perseus, like most other publishers/distributors, will combine purchase orders when shipping and billing, in an effort to reduce the amount of time and money you spend receiving and sorting orders, as this is our default setting. (Worth noting that our invoices and pack lists will denote the individual title's Purchase Order number for every line in the shipment).

D. Shipment Minimum Policy*: Perseus requires a minimum shipment value of \$100 (invoice value) to release an order from each of its different warehouse groups: Perseus Books Group/Perseus Distribution, PGW, DAP, and CBSD (which has a \$50 shipment minimum). Orders less than that amount will consolidate within each warehouse group until the total value of those orders reaches that dollar amount (or greater), as this is our default setting. Accounts can also benefit by setting the minimum shipment value even higher, which further reduces the number of small individual shipments. If you would like to increase your order consolidation minimum value, select one of the following:

Minimum Shipment Value / Estimated Freight Savings **

- \$100 / No Additional Savings \$175 / ~20% Savings \$300 / ~25% Savings Other (Specify Dollar Amount) \$

* Lighting Source (Print on Demand) titles, Credit Card Orders, Prepaid Orders and Free & Review orders are excluded from this Shipment Minimum Policy.

** Estimated additional savings based on decreasing freight cost per pound as the estimated package weight goes up, for your FOB orders. Actual cost savings per pound shipped will vary depending on value to weight relationship of books, Ship To location and shipping method. And if you choose to increase your ship minimum, the CBSD shipment minimum will be 50% of that new minimum.

E. Freight Method: By default, Perseus controls the freight method for both Free Freight and FOB titles. Publishers pay the freight on Free Freight titles, and the account will pay the freight on FOB titles, which Perseus prepays and adds to your invoice. But if you choose to control the freight below (Freight Collect), the account will pay ALL the freight costs, including on Free Freight titles. We recommend you choose the "Perseus Controlled" method, which avoids unnecessary costs.

- Perseus Controlled Freight Collect If "Freight Collect," what is their carrier name and consignee number?

F. Payment Instructions: To pay your Perseus statement, please follow the instructions for these various payment options:
All U.S. and International Customers (except Canadian customers – see note below):

Perseus Distribution, Inc.
15636 Collections Center Drive
Chicago, IL 60693

Sending Payment via Courier Delivery Service:

Bank of America Lockbox Services
Perseus Distribution Lockbox
15636 Collections Center Drive
Chicago, IL 60693

Paying via ACH (US Customers)

Perseus Distribution, Inc
Account # 4426907275
ABA # 111000012

Paying via Wire Transfer – US Funds:

Bank of America
Address: 100 West 33rd Street
New York, NY 10001
Account Name: Perseus Distribution, Inc.
Account no.: 4426907275
ABA no.: 026009593
SWIFT: BOFAUS3N

Canadian customers paying via courier service:

Toronto Dominion Bank Wholesale Lockbox
Perseus Distribution, Inc T46060
4 Prince Andrew Place
Toronto, Ontario
CANADA M3C 2H4

Canadian customers paying by check:

PERSEUS DISTRIBUTION INC T46060
PO Box 46060
Postal Station A
Toronto, ON
M5W 4K9

Canadian customers paying by wire:

Toronto Dominion Bank, Toronto
SWIFT BIC: TDOMCATTTOR
Bank ID: 004
Transit no: 1552
For credit to: Perseus Distribution, Inc.
Account no.: 5252666



Sales Rep/Account Profile (For Sales Rep Use Only)

1. Describe the account's bookselling type, in detail (select all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Retailer: Bookstore | <input type="checkbox"/> Institution |
| <input type="checkbox"/> Retailer: Specialty/Gift Store | <input type="checkbox"/> Library |
| <input type="checkbox"/> Retailer: Mail Order/Catalog | <input type="checkbox"/> Premium/Corporate |
| <input type="checkbox"/> Retailer: International | <input type="checkbox"/> Not For Profit |
| <input type="checkbox"/> Wholesaler: Books | <input type="checkbox"/> Author |
| <input type="checkbox"/> Wholesaler: Specialty/Gift | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> Wholesaler: International | <input type="checkbox"/> Other |

2. Will the account regularly require us to follow any specialized instructions to fulfill orders, either to the product, carton or the shipment (i.e. Routing Guides)?
 Yes No (If "Yes," please describe below and/or attach those instructions.)

3. Does the account have electronic ordering capabilities? Yes No (If "Yes," please describe):

Discount Codes

4. PBG Market Segment:

5. CDS Market Segment:

6. UMP Market Segment:

7. Returnable Status: Returnable Non Returnable

Account/Rep Assignments

8. Customer Group:

9. Sales Rep Signature: _____ Print Name: _____ Date: _____

Rep Code: _____ Sales Force: _____ Phone: _____

For Financial Office Use Only

a. Credit Director Signature: _____ Print Name: _____ Date: _____

b. Treasurer Signature: _____ Print Name: _____ Date: _____