



**INGRAM PUBLISHER SERVICES LLC  
NEW ACCOUNT APPLICATION: US**

**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.**

**Number of years in business:** \_\_\_\_\_

**Type of business:**  General Gift  Museums(Includes Zoos and Aquariums)  Toy and Children's Stores  Stationary 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:* Customers must complete Resale Certificate below and include copy of state issued Sellers Permit
- \* *Arkansas, Georgia, Iowa, Indiana, Kansas, Kentucky, Michigan, Minnesota, North Carolina, North Dakota, Nebraska, New Jersey, Nevada, Ohio, Rhode Island, Oklahoma, South Dakota, Tennessee, Utah, Vermont, Washington, Wisconsin, West Virginia, Wyoming:* Please go to the following website and complete the SST certificate and return. <http://www.streamlinedsalestax.org/index.php?page=forms-2> (Click on Exemption Certificate) Please return the completed certificate with the credit application.
- \* *For All Other States:* Customers must complete the Resale Certificate below as part of their application process.

**RESALE CERTIFICATE**

\_\_\_\_\_ ("Reseller") hereby certifies that it holds valid state sales tax permit number # \_\_\_\_\_ issued by the state of \_\_\_\_\_; that it is engaged in the business of \_\_\_\_\_; and that the tangible personal property described below purchased from Publisher Clients of Ingram Publisher Services LLC. Publisher Clients will be resold by it in the form of tangible personal property. Description of property purchased \_\_\_\_\_. In the event that any of the above described property is not resold, and is held by Reseller for retention, demonstration, or display for sale in the regular course of Reseller's business, Reseller will report the purchase of such property to the appropriate tax authorities and will pay all required sales and use taxes relating to the purchase of such property. Certified and agreed on \_\_\_\_\_ (MM/DD/YY)

**RESELLER**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Title \_\_\_\_\_ Phone (area code) \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Standard Address Number \_\_\_\_\_

**Vendor Operating Procedures**

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 when shipping and billing to reduce the amount of time and money you spend receiving and sorting orders, as this is our default setting. (Our invoices and pack lists will denote the individual title's Purchase Order number for every line in the shipment).

**D. Shipping:** Free freight eligibility at 15 units or \$350, otherwise standard freight charges apply.