

**BILLING ADDRESS****SHIPPING ADDRESS**

LEGAL BUSINESS NAME:	LEGAL BUSINESS NAME:
D.B.A.:	
STREET:	STREET:
CITY:	CITY:
STATE: ZIP: COUNTRY:	STATE: ZIP: COUNTRY:
PHONE:	PHONE:
EMAIL:	EMAIL:

SECTION ONE – TYPE OF BUSINESS

☐ Bookstore ☐ Gift Store ☐ Online Only ☐ Pop Up ☐ Subscription Box ☐ Third Party Seller (ex. Amazon)
☐ Organization/Company purchasing books for giveaway ☐ Other (please specify): _____

SECTION TWO – SALES TAX EXEMPTION

Is account exempt from sales tax? ☐ Yes ☐ No

If you are sales tax exempt, a copy of your exemption certificate is required, completed, signed and returned to HBG in advance of initial shipment. Exemption Certificates by state can be found at <https://www.hachettebookgroup.com/landing-page/hbg-sales-tax-information/>

SECTION THREE – PAYMENT TERMS

ACCOUNTS PAYABLE CONTACT PERSON: _____ AP EMAIL: _____
AP PHONE: _____

Would you like to prepay or are you applying for credit terms? ☐ PREPAY ☐ CREDIT TERMS (**complete section five**)

- If account wishes to prepay for their orders – **VISA, MasterCard, and American Express** are accepted. Bank checks or wire transfers are also accepted. Bank details available upon request.
- Credit cards are only accepted at the time your order is placed with HBG. The maximum allowable amount per month that can be processed on credit card(s) is \$10,000.

SECTION FOUR – EDI (Electronic Data Interchange) ORDERING

Do you require EDI ordering? ☐ Yes ☐ No

EDI allows for automated exchange of purchase orders, invoices, etc. e.g. PubEasy, Pubnet



SECTION FIVE – CREDIT APPLICATION

Date (year) Business Established: _____ State of Incorporation: _____ Length of Present Ownership: _____

LEGAL BUSINESS NAME:	APPLICATION DATE:
D.B.A. (Be Precise):	STREET:
CITY:	STATE: ZIP:
TELEPHONE:	EMAIL:

Type of Business: ☐ Corporation ☐ Partnership ☐ Sole Proprietor
Financial Statement: ☐ Available on request ☐ To Follow ☐ Attached

Owner – Partner – Officer Name & Title	Email Address
1. _____	_____
2. _____	_____
3. _____	_____

BANK _____ ADDRESS _____
OFFICER _____ PHONE _____ EMAIL _____

TRADE CREDIT REFERENCES (3 credit references other than HBG required when applying for terms)

NAME	ACCOUNT #	PHONE #	EMAIL

The forgoing application for an open line of credit is correct to the best of my knowledge. You are authorized to contact the references provided.

Signature _____ Title _____ Date _____