



## MPS Customer Application

Toll Free – 888-330-8477  
Phone – 540-672-7600

[Acctinfo@mps virginia.com](mailto:Acctinfo@mps virginia.com)  
Fax – 540-672-7540

16365 James Madison Hwy.  
Gordonsville, VA 22942

### Billing Name/Address

|                                                                                |                    |
|--------------------------------------------------------------------------------|--------------------|
| Name of Business:                                                              | Tax I.D. Number    |
| Business Type: Book Store _____ Gift Store _____ Residential _____ Other _____ |                    |
| Address:                                                                       |                    |
| City:                                                                          | State: ZIP: Phone: |
| Email Address:                                                                 | Contact Name:      |

### Shipping Name/Address if different from above

|                   |                    |
|-------------------|--------------------|
| Name of Business: | Tax I.D. Number    |
| Address:          |                    |
| City:             | State: ZIP: Phone: |
| Email Address:    | Contact Name       |

### Company Information

|                                                              |                          |
|--------------------------------------------------------------|--------------------------|
| DBA Business Name:                                           | Years in Business        |
| Type of Legal Entity: Proprietorship Corporation Partnership |                          |
| Address:                                                     | City: State: ZIP: Phone: |
| AP Contact:                                                  | Phone: Email:            |

### Bank Reference

|                |                    |
|----------------|--------------------|
| Name:          | Acct: Number       |
| Address:       |                    |
| City:          | State: ZIP: Phone: |
| Email Address: | Contact Name:      |

### Trade/Credit References

|                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| Company Name:         | Company Name:         | Company Name:         |
| Contact Name:         | Contact Name:         | Contact Name:         |
| Address:              | Address:              | Address:              |
| Phone:                | Phone:                | Phone:                |
| Account Opened Since: | Account Opened Since: | Account Opened Since: |
| Credit Limit:         | Credit Limit:         | Credit Limit:         |
| Current Balance:      | Current Balance:      | Current Balance:      |

## Sales Tax Exemption

Are you tax exempt? Yes \_\_\_\_\_ No \_\_\_\_\_

For tax exemption, a copy of your exemption certificate and/or State Resale certificate is required. Failure to submit this will cause orders to be held until the information is received.

## Backorders:

Our standard backorder hold time for unavailable product is 4 months (recommended)

Would you like that changed? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, how long would you like that change to? 0-18 months \_\_\_\_\_

Our standard backorder hold time for Not Yet Published (NYP) is an indefinite hold (recommended)

Would you like that changed? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, how long would you like that change to? 0-18 months \_\_\_\_\_

## Customer Support Questionnaire

How do you intend to place your orders?

Email \_\_\_\_\_ Via Sales Rep \_\_\_\_\_ Telephone \_\_\_\_\_ EDI \_\_\_\_\_ Pub Source/Pub Easy \_\_\_\_\_

Are books more than 50% of your planned inventory? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a member of either the American Booksellers Association or the Regional Booksellers Association? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you accept Title Substitutions if the ordered product is unavailable? Yes \_\_\_\_\_ No \_\_\_\_\_

## Product Metadata

When you are ready to start receiving an ONIX feed of our product metadata, please contact Justin Nisbet at [justin.nisbet@macmillan.com](mailto:justin.nisbet@macmillan.com).

## Paperless Billing Solution & Shipment Notifications

### Paperless Billing:

MPS has implemented a paperless billing solution to provide customers with the convenience of accessing their billing anytime, anywhere. All customers are required to receive invoices, credit memos, and statements electronically through our secure online portal. This approach ensures timely delivery of billing documents, enhances security, reduces paper usage, and supports environmental sustainability.

To enroll in our paperless billing program, please provide an email below and we will send the enrollment information.

Note: Only one registration per customer is allowed per billing account.

Email: \_\_\_\_\_ Contact: \_\_\_\_\_

### Shipment Notifications:

MPS also offers shipment notification emails, which are sent at the time of shipment and contain the same information typically included on the packing slip enclosed with the shipment.

Customers may designate **up to five (5) email addresses** to receive shipment notifications.

|                 |                |
|-----------------|----------------|
| 1: Email: _____ | Contact: _____ |
| 2: Email: _____ | Contact: _____ |
| 3: Email: _____ | Contact: _____ |
| 4: Email: _____ | Contact: _____ |
| 5: Email: _____ | Contact: _____ |

### Acknowledgement and Agreement:

By signing below, you certify that the information contained herein is complete and accurate. This information has been furnished with the understanding that it is to be used to determine the amount and conditions of the credit to be extended. Furthermore, you authorize the financial institutions listed in this credit application to release necessary information to Macmillan in order to verify the information contained herein.

In addition, you acknowledge and agree that, **if your address is residential**, then:

- (i) Upon delivery of any products to your residential shipping address, risk of loss, damage, or theft shall pass to you,
- (ii) Macmillan shall not be held liable for any loss, damage, or theft of the products occurring after the carrier's confirmation of delivery, and
- (iii) You assume all responsibility for the security of the products following their delivery to your residential shipping address.

Furthermore, you acknowledge and agree that Macmillan does not permit drop shipments. Orders will only be shipped to the billing or shipping address provided on this credit application and not to alternate or third-party addresses.

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*Signature*

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*Date*

Please send your completed application to [acctinfo@mps virginia.com](mailto:acctinfo@mps virginia.com). After reviewing your application, we will provide you with the necessary tax exemption documentation based on the state indicated in your shipping address.



## Bookseller Services:

### PubEasy:

PubEasy is a free online order management platform that provides single-password access to affiliated publishers. Once registered, you can:

- Check price and availability by ISBN, EAN, Title, or Author (bulk upload supported).
- Enter orders and receive automatic order confirmations by email.
- Place orders using promo codes.
- Track orders and obtain Proof of Delivery (POD).
- Cancel backorders and get automatic notifications.

👉 **Register at:** <http://register.pubeasy.com>

### MPS Order Search Tool (MOST):

MOST is Macmillan's online tracking tool for monitoring orders and deliveries. It gives you direct visibility into:

- Current order status and shipment progress.
- Tracking numbers, PRO numbers, and proof of delivery documents.
- Easy access to order information using your MPS account number.

👉 **Access MOST at:** <https://most.macmillan-platform.com/login>

### Remittance & Terms of Sale:

The MPS Remittance page provides detailed information on where and how to submit payments, along with Macmillan's Terms and Conditions of Sale. This ensures that your payments are processed correctly and that you have clear visibility into the sales policies that govern your account.

👉 **Visit:** <https://us.macmillan.com/mps/remittance>

### Batch for Books:

Batch for Books is a free payment and invoice management service designed specifically for booksellers and publishers. It allows you to:

- Access and download electronic invoices in a single, centralized location..
- Make secure payments to multiple publishers through one simple platform..
- Improve visibility into outstanding invoices and payment history
- Reduce paperwork and streamline reconciliation with automated reporting.

👉 **Learn more or register at:** <https://www.batchforbooks.com/web/home>