

TRADE NEW ACCOUNT REQUEST PROCESS

In order to establish an account with Scholastic Trade, the below documents will need to be completed and submitted:

Trade New Account Request Form

Section 1: Business Name and Addresses – Bill To Address is the address to which invoices will be mailed and Ship To Address will be the address to which shipments will be shipped. For multiple locations, please complete Section 10. If needed, a separate .pdf or Excel spreadsheet can be provided.

Section 2: Customer Contact Information – Primary contact person for business questions.

Section 3: Description of Business – Select only one box. This is a very important field as this will be considered for your discount percentage.

Section 4: Returnable Status – Indicate returnable status by business line. Please keep in mind, returnable status affects discount percentages. Customers that are non-returnable are eligible to receive a higher discount percentage than returnable customers.

Section 5: Resale / Tax Exempt Certificate. STATE certification is required.

Section 6: Shipping Method – Specify if you request S&H charges to be applied to a specified shipping carrier and account number (such as UPS and FedEx).

Section 7: EDI – Electronic Data Interchange Request – Complete only if you wish to establish an EDI relationship with Scholastic.

Section 8: Customer Credit Request – In order to establish credit with Scholastic Inc., a Scholastic Credit Application must be completed and the appropriate signature must be provided. Please indicate your estimated annual order amount in dollars. **If credit is not requested, all orders must be pre-paid by credit card or check.**

Section 9: Sales Person Contact Information – Sales Person you have contacted, if known.

Section 10: Additional Business Addresses – This section to be used for additional addresses to which the business will be billing or shipping orders.

All of the forms for the above requirements are provided in the enclosed packet. All documents must be completed and emailed to nsotradenewaccountsetup@scholastic.com.

Upon receipt of all the above completed documentation, all account information, credit application and references will be verified and, upon approval by Scholastic, an account number will be assigned and the standard discount, credit limit and payment terms will be applied. If you have any questions, please contact us at 1-888-724-1872 or nsotradenewaccountsetup@scholastic.com.

TRADE NEW ACCOUNT REQUEST FORM

SECTION 1: Business Name and Addresses

Business Name:	
Business Telephone #:	
DBA (if applicable):	C/O (if applicable):
Bill To Address	Ship To Address

Additional ship to addresses can be provided in Section 10.

SECTION 2: Customer Contact Information

Name:	
Phone:	Ext:
Email:	

SECTION 3: Description of Business

- | | | |
|---|---|--|
| ☐ Retailer | ☐ Retail Distribution Center | ☐ Wholesaler/Distributor |
| ☐ Corporate Sales | ☐ Special Market Distributor | ☐ Special Market Retailer |
| ☐ Mail Order/Cataloger | | |

SECTION 4: **Returnable Status**

Trade/SLP/MBI

- ☐ Yes
☐ No

Klutzn

- ☐ Yes
☐ No

Teaching Resources

- ☐ Yes
☐ No

SECTION 5: Resale / Tax Exempt Certificate ☐ Yes ☐ No

If yes, please provide a copy of your most recent STATE Resale / Tax Exempt Certificate.

SECTION 6: Shipping Method

Is the customer requesting specific shipping method? ☐ Yes ☐ No

If yes, please provide preferred shipping carrier and charge account number.

Carrier:

Account #:

For shipments pre-paid by Scholastic, Scholastic will use the carrier of their choice.

SECTION 7: EDI – Electronic Data Interchange Request ☐ Yes ☐ No

If yes, you will be contacted by a Scholastic Sales Representative for further discussion.

SECTION 8: Customer Credit Request ☐ Yes ☐ No *

If yes, complete and submit the Scholastic Credit Application.

Estimated Annual Order Amount:

* If no, all orders must be prepaid by credit card or check.

SECTION 9: Sales Person Contact Information if known.

Name:

Is the initial order being submitted at the same time as account? ☐ Yes ☐ No

SECTION 10: Additional Business Addresses

Please indicate if the address is a billing or shipping address. An Excel spreadsheet or PDF may be submitted as well.

Customer Credit Application

Open Account Credit Request:	
Date:	Requested Credit Line:
Customer Information:	
Legal Name for Billing:	Address:
Phone No:	City, State Zip:
Tax ID (EIN) No.:	Business Inception Date:
Name of Parent Company (if applicable):	
Website:	
Legal Form of Business:	
* Legal Entity:	*Corporation, Partnership, Sole Proprietor, or Non-Profit
Description of Business:	
Resale Certificate No.:	DUNS No.:
Owners, Partners or Officers Name(s) & Title(s):	
1.)	2.)
Bank Credit Reference:	
Bank Name:	Address:
Phone No.:	City, State Zip:
Fax No:	Account No.:
Contact Name & Title:	
Bank Credit Reference:	
Bank Name:	Address:
Phone No.:	City, State Zip:
Fax No:	Account No.:
Contact Name & Title:	
Trade Credit Reference:	
Vendor Name:	Address:
Phone No.:	City, State Zip:
Fax No:	Account No.:
Contact Name & Title:	
Email:	
Trade Credit Reference:	
Vendor Name:	Address:
Phone No.:	City, State Zip:
Fax No:	Account No.:
Contact Name & Title:	
Email:	
Trade Credit Reference:	
Vendor Name:	Address:
Phone No.:	City, State Zip:
Fax No:	Account No.:
Contact Name & Title:	
Email:	

Financial Statements:	
All accounts desiring credit accommodations in excess of \$5,000 are required to submit their most recent financial statements. Updated financial statements will be required periodically. Financial information received is for internal use only for the sole purpose of extending open account credit terms to the customer. This information will be held in strict confidence and will in no way be communicated to sources outside of Scholastic.	
Income Statement:	Balance Sheet:
Have these statements been audited?	
Scholastic's Open Account Terms and Conditions:	
To open an account with Scholastic Inc., Trade Division we require a minimum opening order of \$1,500 (net). For Special Market accounts, and all other divisions, we require a minimum opening order of \$300 (net). All must include a completed application for credit, executed by an officer of the applicant company. Accounts will not be established for orders less than the required minimum opening order dollar amount.	
Scholastic reserves the right to review its credit policies and terms of sale, at any time, and make changes at its discretion.	
Scholastic's terms of sale apply to all orders and payment is expected on time. In the event that payment is not received in accordance with the aforementioned terms, future orders may be subject to "credit hold" until such time as payment has been received.	
Should it become necessary to place the account in collection, the account will bear all costs and penalties incurred by Scholastic in satisfaction of the debt.	
Attestation and Authorized Signature:	
It is acknowledged that the above information is for the purpose of obtaining commercial credit and is warranted to be true, correct and complete. Creditor, its agents, or any credit bureau employed by the creditor is hereby expressly authorized to investigate the references listed herein or other data obtained from applicant or from any other person(s) pertaining to applicant's credit responsibility. Applicant also authorizes the above banks to release information regarding checking account and/or loan relationships and balances. Applicant's signature attests to applicant's financial responsibility, ability and willingness to pay creditor's invoices in accordance with credit terms, and that the person signing the below is authorized to sign on behalf of the Applicant. Applicant agrees to pay for all costs of collection, including reasonable attorney fees, court costs and collection agency fees.	
Authorized Signature:	
Printed Name & Title:	

Applications and orders will not be processed without an authorized signature of the applicant company.