

# NEW ACCOUNT APPLICATION

|  |  |
| --- | --- |
| **Legal Business Record** | |
| Legal Business Name |  |
| Doing Business As (D.B.A) | N/A |
| Owner Name(s) |  |
|  |
| Federal ID Number |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bill-To Address** | | | | | |
| Business Name |  | | | | |
| Street |  | | | | |
| City |  | State |  | Zip Code |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ship-To Address** | | | | | |
| Same as Bill-To Address above | | | | | |
| Business Name |  | | | | |
| Street |  | | | | |
| City |  | State |  | Zip Code |  |

|  |  |  |
| --- | --- | --- |
| **Contact Information** | | |
| Phone |  | |
| Email |  | |
| Who should receive automatically generated ***invoices*** sent via email? | | Preferred email: |
| Who should receive automatically generated ***order confirmations***? | | Preferred email: |
| Who should receive automatically generated ***ship notifications***? | | Preferred email: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tax Exemption Certificate** | | | |
| My Business is tax exempt | Yes | No | If yes, mark **ONE** Selection Below |
| I have attached a valid **Tax Exemption Certificate** to this application. | | |  |
| My ship-to address is located in a state that *does not* collect tax. | | State |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Electronic Ordering** | | | | | |
| This section is only required if you would like to enable electronic ordering via EDI. If you would like EDI enabled after initial account setup, please email us at [edi@sourcebooks.com](mailto:edi@sourcebooks.com) with your account name and information below. | | | | | |
| EDI Transmission Platform | Pubnet | | | Other | If other, please indicate preferred platform below. |
| SAN Number |  | | | | |
| ISA ID (if different from SAN) | N/A | | | | |
| I would like to opt into EDI Invoicing (Transaction Type 810) | Yes | No |  | | |

|  |  |  |
| --- | --- | --- |
| **Backorders** | | |
| Backorders released across multiple Purchase Orders may combine into one shipment. One invoice, based on the shipment sent, will be provided. This improves shipping speed and integrity of packaging but results in an occasional mismatch between PO number and invoice. | | |
|  | | Mark ***ONE*** Selection Below |
| Option 1 | All backorders permitted. |  |
| Option 2 | Only allow not yet published titles to backorder. |  |
| Option 3 | Do not allow any backorders. |  |

|  |  |  |
| --- | --- | --- |
| **Payment Type** | | |
| Net-30 Payment Terms | If you wish to apply for Net-30 Terms and a $2,000 credit limit, please complete the following page of business references. | |
| Pre-Pay by Credit Card | For security purposes, we ask that you **do not include credit card information on this application**. Please provide contact information below for the individual responsible for making payments and our Customer Experience Team will reach out with further details on our credit card procedures and guidelines. | |
| Name |  |
| Phone Number |  |
| Preferred Hours for Contact |  |

# Application for Credit Terms

**If you wish to be set up for Net 30 Terms payment, we ask that you also provide a list of credit references. All other accounts will be considered pre-pay and should follow the guidance on page two of this application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Reference** | | | |
| Company Name |  | | |
| Account Number |  | Account Type |  |
| Contact Person |  | | |
| Phone Number |  | Email Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Trade Reference One** | | | |
| Company Name |  | | |
| Account Number |  | Account Type |  |
| Contact Person |  | | |
| Phone Number |  | Email Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Trade Reference Two** | | | |
| Company Name |  | | |
| Account Number |  | Account Type |  |
| Contact Person |  | | |
| Phone Number |  | Email Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agreement** | | | |
| By submitting this application, you authorize Sourcebooks, LLC. to make inquiries into the banking and business/trade references that you have supplied. | | | |
| Signature |  | Title |  |
| Printed Name |  | Date |  |

***Please email the completed form and tax exemption certificate to Margaret Coffee –*** [***margaret.coffee@sourcebooks.com***](mailto:margaret.coffee@sourcebooks.com)***. Thank you, and welcome to Sourcebooks!***