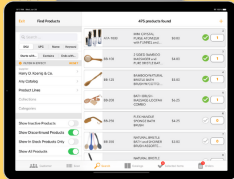


How to Set up a New Account with Hachette



Every account needs new account paperwork sent to newaccounts@hbgusa.com before the order can be processed. Include Jean Vargas on all new account set up.

New account check list:

New Account Application filled out:

- Account Name that matches their tax and payment forms
- Billing and Shipping Address(es)
- Tax exemption form*. Accounts need the state tax exemption form for EVERY state they will be shipping to
- Contact information
 - Name(s)
 - Phone number(s)
 - Email address(es)
- How they intend to pay. The options are:
 - Terms: One banking and three trade references are required to establish NET 30 day terms.
 - Credit Card: VISA, MasterCard, and American Express are accepted with a \$6,000 per month maximum
 - Bank check or wire transfer



*Exceptions for tax exemption are accounts shipping ONLY to Delaware, Alaska, Montana, New Hampshire and Oregon

Register for Retailer Portal to make HBG Customer Service easier!

HBG's Retailer Portal Self-Service site offers a fast, reliable, and easy way to track shipments, check stock and place claims 24/7.

Accounts cannot place orders on retailer portal.

 **hachette**
RETAILER PORTAL

