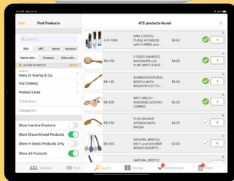


How to Set up a New Account with Hachette



If you are a new account, please contact your rep for new account paperwork. This paperwork must be completed before an order can be processed.

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:
 - One banking and three trade references are required to establish NET 30 day terms.
 - VISA, MasterCard, and American Express credit card. \$6,000 per month maximum
 - Bank check or wire transfer



*Exceptions 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

