

**BILLING ADDRESS****SHIPPING ADDRESS**

LEGAL BUSINESS NAME:	LEGAL BUSINESS NAME:
D.B.A.:	
STREET:	STREET:
CITY:	CITY:
STATE:                      ZIP:                      COUNTRY:	STATE:                      ZIP:                      COUNTRY:
PHONE:	PHONE:
EMAIL:	EMAIL:

**SECTION ONE – TYPE OF BUSINESS**

- ☐ Bookstore    ☐ Gift Store    ☐ Online Only    ☐ Pop Up    ☐ Subscription Box    ☐ Third Party Seller (ex. Amazon)  
☐ Organization/Company purchasing books for giveaway    ☐ Other (please specify): \_\_\_\_\_

**SECTION TWO – SALES TAX EXEMPTION**

Is account exempt from sales tax?                      ☐ Yes    ☐ No

If you are sales tax exempt, a copy of your exemption certificate is required, completed, signed and returned to HBG in advance of initial shipment. Exemption Certificates by state can be found at <https://www.hachettebookgroup.com/landing-page/hbg-sales-tax-information/>

**SECTION THREE – PAYMENT TERMS**

ACCOUNTS PAYABLE CONTACT PERSON: \_\_\_\_\_ AP EMAIL: \_\_\_\_\_  
AP PHONE: \_\_\_\_\_

Would you like to prepay or are you applying for credit terms?    ☐ PREPAY    ☐ CREDIT TERMS (**complete section five**)

- If account wishes to prepay for their orders – **VISA, MasterCard, and American Express** are accepted. Bank checks or wire transfers are also accepted. Bank details available upon request.
- Credit cards are only accepted at the time your order is placed with HBG. The maximum allowable amount per month that can be processed on credit card(s) is \$6,000.

**SECTION FOUR – EDI (Electronic Data Interchange) ORDERING**

Do you require EDI ordering?                      ☐ Yes                      ☐ No

*EDI allows for automated exchange of purchase orders, invoices, etc. e.g. PubEasy, Pubnet*



## SECTION FIVE – CREDIT APPLICATION

Date (year) Business Established: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_ Length of Present Ownership: \_\_\_\_\_

LEGAL BUSINESS NAME:	APPLICATION DATE:	
D.B.A. (Be Precise):	STREET:	
CITY:	STATE:	ZIP:
TELEPHONE:	EMAIL:	

Type of Business: ☐ Corporation ☐ Partnership ☐ Sole Proprietor  
Financial Statement: ☐ Available on request ☐ To Follow ☐ Attached

Owner – Partner – Officer Name & Title	Email Address
1. _____	_____
2. _____	_____
3. _____	_____

BANK \_\_\_\_\_ ADDRESS \_\_\_\_\_  
OFFICER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

TRADE CREDIT REFERENCES (3 credit references other than HBG required when applying for terms)

NAME	ACCOUNT #	PHONE #	EMAIL

The forgoing application for an open line of credit is correct to the best of my knowledge. You are authorized to contact the references provided.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_