



## INGRAM BOOK GROUP NEW ACCOUNT APPLICATION

### GENERAL INFORMATION

Please complete all of the following information to expedite opening your account. Incomplete forms will be returned.

#### BILL TO

Legal Business Name \_\_\_\_\_

DBA \_\_\_\_\_

Street or P.O. Box \_\_\_\_\_

City, State \_\_\_\_\_

Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Accounts Payable Contact Person \_\_\_\_\_

E-mail address \_\_\_\_\_

#### SHIP TO

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State \_\_\_\_\_

Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

**Note: All accounting documents will be E-mailed to this address.** Have you had an Ingram account before?  Yes  No

Federal Tax ID # \_\_\_\_\_ If yes, under what name? \_\_\_\_\_

Which Ingram affiliate? \_\_\_\_\_

### TYPE OF BUSINESS

Please describe your type of business \_\_\_\_\_

Please indicate your primary product categories \_\_\_\_\_

Please describe the nature of your customer base (retail consumers, internet consumers, retail stores, libraries, government, college/university students, etc.) \_\_\_\_\_

Please indicate your Internet Web site Address: \_\_\_\_\_

Are you interested in receiving information about Ingram Periodicals? Yes  No

Are you interested in receiving information about Ingram Publisher Services? Yes  No  If yes, please submit a separate

Tax Resale Certificate made out to Ingram Publisher Services.

### OWNERSHIP

Number of years in business \_\_\_\_\_ If subsidiary ( ) or division ( ), name of parent company \_\_\_\_\_

Form of business: Proprietorship ( ) Partnership ( ) Corporation ( ) Limited Partnership ( ) LLC ( ) Other ( ) \_\_\_\_\_

If corporation, in what state were you incorporated? \_\_\_\_\_

### COLLEGE/SEMINARY BOOKSTORES ONLY

College/University served \_\_\_\_\_

Store Ownership:  Institutional  Private  Other (please specify) \_\_\_\_\_

### PURCHASE VOLUME

Anticipated annual purchases from Ingram Book Group: \$ \_\_\_\_\_ (This information will help us establish your credit limit needs)

Will you require an opening store order? Yes  No

If yes, approximate wholesale value, \$ \_\_\_\_\_ Approximate date opening store order needed \_\_\_\_\_

Any financial statement submitted with this application will facilitate the establishment of your account and will be relied upon by Ingram Content Group. Any statements sent to Ingram Book Group will be kept strictly confidential.

Financial Statement Enclosed Yes  No

### SHIPPING INSTRUCTIONS (Please check one)

Have the Ingram Transportation Department determine the most expeditious and economical method of shipment

Other, please specify \_\_\_\_\_

**Proprietor/Partners** - Please provide home address, social security number(s), and signature(s) as indicated below. (A signature on this application grants permission to obtain credit information from all listed references, including my bank).

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Signature \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Signature \_\_\_\_\_

**Corporate Officers/Authorized Agents** - Please provide names and titles of all corporate officers. (A signature on this application grants permission to obtain credit information from all listed references, including my bank).

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_

**REFERENCE INFORMATION: Please submit a complete reference sheet with bank and supplier reference information or complete the sections below.**

**BANK INFORMATION**

Bank \_\_\_\_\_ Bank Account # \_\_\_\_\_  
Attention \_\_\_\_\_  
Street \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

**REFERENCES**

Business References (wholesalers and suppliers preferred). Please provide at least three trade references.

Firm Name (1) \_\_\_\_\_ Type Of Business \_\_\_\_\_  
Account # \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Firm Name (2) \_\_\_\_\_ Type Of Business \_\_\_\_\_  
Account # \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Firm Name (3) \_\_\_\_\_ Type Of Business \_\_\_\_\_  
Account # \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_



## INGRAM BOOK GROUP RESALE CERTIFICATE INSTRUCTIONS

A valid state sales tax permit number is required to certify that the products are being purchased for resale. Complete the certificate below by filling in the following information in the numbered space. A separate resale certificate is required for each state that you have product shipped to.

**PLEASE NOTE: The following states require submission of the reseller certificate in lieu of the form below: Indiana, Louisiana, Massachusetts, Mississippi, New York, Virginia, Wyoming. Please send in your state's reseller certificate with your application.**

- (1) Complete legal business name
- (2) State sales tax permit number
- (3) Name of state issuing permit number
- (4) General description of your business
- (5) Description of types of property you intend to purchase
- (6) Date certificate is signed
- (7) Signature of owner or officer with authority to sign
- (8) Name and title of person signing certificate
- (9) Business address and phone number
- (10) Standard Address Number (SAN) *required for electronic ordering customers*
- (11) Expiration date of certificate

### RESALE CERTIFICATE

Regardless of terms, the tax resale certificate must be submitted for every state in which there are product receiving locations.

- (1) \_\_\_\_\_ ("Reseller") hereby certifies that it holds valid state sales tax permit number
- (2) \_\_\_\_\_ issued by the state of
- (3) \_\_\_\_\_; that it is engaged in the business of
- (4) \_\_\_\_\_; and that the tangible personal property described below purchased from Ingram Book Group will be resold by it in the form of tangible personal property.

Description of property purchased (5) \_\_\_\_\_

In the event that any of the above described property is not resold, and is held by Reseller for retention, demonstration, or display for sale in the regular course of Reseller's business, Reseller will report the purchase of such property to the appropriate tax authorities and will pay all required sales and use taxes relating to the purchase of such property.

Certified and agreed on (6) \_\_\_\_\_  
MM/DD/YY

### RESELLER

Signature (7) \_\_\_\_\_ Address (9) \_\_\_\_\_  
 Name (8) \_\_\_\_\_ Phone (area code) \_\_\_\_\_  
 Title \_\_\_\_\_ Standard Address Number (10) \_\_\_\_\_  
 Expiration Date (11) \_\_\_\_\_



INGRAM PUBLISHER SERVICES

RESALE CERTIFICATE INSTRUCTIONS FOR RETAILERS PURCHASING FROM PUBLISHER CLIENTS OF INGRAM PUBLISHER SERVICES

A valid state sales tax permit number is required to certify that the products are being purchased for resale. Complete the certificate below by filling in the following information in the numbered space. A separate resale certificate is required for each state that you have product shipped to.

PLEASE NOTE: The following states require submission of the reseller certificate in lieu of the form below: Indiana, Louisiana, Massachusetts, Mississippi, New York, Virginia, Wyoming. Please send in your state's reseller certificate with your application.

- (1) Complete legal business name
(2) State sales tax permit number
(3) Name of state issuing permit number
(4) General description of your business
(5) Description of types of property you intend to purchase
(6) Date certificate is signed
(7) Signature of owner or officer with authority to sign
(8) Name and title of person signing certificate
(9) Business address and phone number
(10) Standard Address Number (SAN) required for electronic ordering customers
(11) Expiration date of certificate

RESALE CERTIFICATE

Regardless of terms, the tax resale certificate must be submitted for every state in which there are product receiving locations.

- (4) Reseller hereby certifies that it holds valid state sales tax permit number
(5) issued by the state of
(6); that it is engaged in the business of
(4); and that the tangible personal property described below purchased from Publisher Clients of Ingram Publisher Services will be resold by it in the form of tangible personal property.

Description of property purchased (5)

In the event that any of the above described property is not resold, and is held by Reseller for retention, demonstration, or display for sale in the regular course of Reseller's business, Reseller will report the purchase of such property to the appropriate tax authorities and will pay all required sales and use taxes relating to the purchase of such property.

Certified and agreed on (6) MM/DD/YY

RESELLER

Signature (7) Address (9)
Name (8) Phone (area code)
Title Standard Address Number (10)
Expiration Date (11)

# INGRAM BOOK GROUP TRADE ACCOUNT TERMS OF SALE AGREEMENT

Applicant hereby represents in writing to Ingram Book Group upon the signing of this agreement that the Applicant is solvent. Further, each instance of acceptance of goods by the Applicant shall be deemed equivalent to a written representation of solvency by the Applicant to Ingram Book Group. Applicant agrees to notify Ingram Book Group of any changes in its ownership or address.

Certain information contained herein is for the purpose of obtaining credit. I certify that this information is true and correct and authorize you to verify this information and obtain additional information from, but not limited to references, credit reporting agencies, or trade groups from time to time as may be needed in the credit evaluation process.

Permission is herewith granted to obtain credit information from all listed references, including my bank. All information submitted in support of the new account application is true and complete in all respects.

**I understand that my invoices and statements will be available for viewing or printing from ipage®, (Account Management Section), and subsequently all accounting documents will be e-mailed to the address provided on page one of the application. No paper copies will be mailed. I understand that payment for goods and/or services acquired from Ingram Book Group shall be made via ipage, in accordance to the terms set forth on each invoice, as referenced by due date in ipage.** Applicant agrees to report shipping and/or billing discrepancies within 30 days of invoice date and agrees to pay in full any invoice not disputed within 30 days of invoice date. My account may be subject to a late charge of 1.5% (18% per annum) on all past due invoices. Furthermore, I understand that my orders may not be shipped if my account is past due and that any collection fee (including attorney fees) and related costs will be borne by my account. All terms and conditions of the Ingram Book Group trade policies are subject to change at any time.

Applicant acknowledges no terms or conditions of their purchase orders, different from the terms of Ingram Book Group, will supersede or become part of any sales agreement unless specifically approved and acknowledged in writing by both parties. All payments received from the Applicant may be applied against invoices at the sole discretion of Ingram Book Group. Ingram Book Group shall have the right of recoupment of credit memos or refunds within its sole discretion.

Ingram Book Group reserves the right at all times to modify or terminate credit terms and terms of sale.

Applicant agrees not to sell, display, or loan for advance reading any title before its publisher assigned on-sale date. If Ingram Book Group receives proof that customer has sold, displayed, or loaned for advance reading a title before the publisher assigned on-sale date, Ingram Book Group reserves the right to hold future shipments of high-visibility on-sale-date titles until on-sale date has passed.

The undersigned individual who is either a principal of the Applicant or the sole proprietor of the Applicant, recognizing that his or her individual credit history may be a factor in the evaluation of credit history, hereby consents to and authorizes the use of a consumer credit report on the undersigned, from time to time, as may be needed in the credit evaluation process.

**I have read the Ingram Book Group Trade Policies and Procedures and agree to abide by them and understand they may be amended from time to time. My signature below is acknowledgement of acceptance of all IBG terms and conditions.**

Accepted on \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year).

By \_\_\_\_\_

(Signature)

(Title)

For \_\_\_\_\_

(Applicant Name)

**Mail to:**

Ingram Book Group  
Attn: New Accounts #353  
P. O. Box 3006  
One Ingram Blvd.  
La Vergne, TN 37086

**Fax to:**

(615)213-6517

**Questions:**

(615)213-7715  
(615)213-3548