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Customer Application

FOR OFFICE USE ONLY

Date Received _____
Approved _____
Market Segment _____
Account # _____

Domestic Trade Application

Please fill out in its entirety. Indicate N/A if not applicable.

Legal Name of Business: _____

DBA: _____

Billing Address: Street _____

City _____ State: _____ Zip: _____

Shipping Address: Street _____

City _____ State: _____ Zip: _____

Website: _____

Do you consider your business to be a part of the **Christian Market** or the **General Market**? (Please circle one)

Are you a member of **CBA**? **NO** **YES** # _____ Are you a member of **ABA**? **NO** **YES** # _____

Are you associated with another business that has an account with Harvest House? **NO** **YES** Account # _____

Type of Account for Which You Are Applying

Please select the one that most closely fits your business.

Retail Accounts (check one)

- Brick and Mortar Bookstore** (including Church Bookstores) A business that resells products to the general public as a bookstore in a fixed location with an external sign and entrance, that is open to the public a minimum of 30 hours per week, and whose book and Bible sales are greater than 35% of total revenue.
- General Retailer** (Describe: _____) A business that resells products to the general public in a fixed location with an external store sign and entrance, that is open to the general public a minimum of 30 hours per week, whose book and Bible sales are less than 35% of total revenue, and is therefore NOT considered to be a bookstore (examples: gift shop, pharmacy, general merchandise).
- Internet Retailer** A business that uses the internet to contact the public and receives 100% of its sales via the internet. This business must warehouse and distribute orders received from its customer base. Harvest House will not drop ship orders for internet retailers.
Additional Requirements: Established, independent, fully functional website with the ability to purchase directly and immediately from the site (i.e. a "shopping cart").
- Catalog Company** A business that use any printed media to contact the public and receives over 80% of its sales via the telephone, fax, or mail (example: cataloger).
Additional Requirements: Physical copy of catalog or printed media must accompany application.

Wholesale Accounts (Check one - Please be prepared to supply additional information if requested).

Book Distributor: A business that only sells products to retail bookstores at wholesale prices. For those wholesalers who sell to retail stores that are a part of the wholesaler's business, the sales or stock transfers to those stores will be rebilled at retail discounts.

Additional Requirements: A website or brochure information.

Independent Distributor: Businesses whose sales representatives sell to and service large retailers. These would be at wholesale prices.

Additional Requirements: A website or brochure information.

Other (Circle One)

Display Marketing

Event-Based

Rack Jobbers (# of locations: _____)

Rack Jobbers must have 50 locations and Event-Based organizations must be focused solely on event-based sales.

Additional Requirements: Website or brochure information.

Contact Information

Accounts Payable: _____

Buyer: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

E-Mail: _____

E-Mail: _____

Please Answer the Following Questions Regarding Your Business

Do you have a centralized warehouse(s)? **NO** **YES** How many? _____ Square footage of each? _____

Hours of Operation: From: _____ To: _____ On (days): _____

From: _____ To: _____ On (days): _____

From: _____ To: _____ On (days): _____

Are you listed in your local phone book? **NO** **YES** If so, under what heading? _____

Are you a member of one of these marketing groups? Parable Munce Covenant Other: _____

What is your annual sales volume? \$_____ (If you are a new business, please estimate).

What percentage of your sales is: Christian product _____% General product _____% Books and Bibles _____%

Date the business did (will) open: _____ Number of Sales people: Full-time: _____ Part-time: _____

If you are a Catalog Company, how many catalogs do you publish annually? _____

Wholesalers only (all three questions):

1. What is your target market?

Bookstores Individuals Churches Non-profit Organizations

Other (please specify) _____

2. Products purchased from vendors are sold through what channels?

Telemarketing Home Parties Catalogs Bookstores (owned by Applicant?) **NO** **YES**

of locations _____

Other (please specify) _____

Order and Shipment Information

What types of product are you interested in purchasing from Harvest House?

Books Bibles Children's Books

Will you accept back orders when items are out of stock? **YES** (Default is Yes) **NO**

Will you be submitting orders electronically (EDI)? **NO** **YES** SAN _____

Do you have a preferred shipper? _____

Special shipping instructions: _____

(Harvest House Publishers will select the carrier on free-freight shipments)

To Establish Credit, Please Provide References

To provide other or additional references, please attach your own credit reference sheet with account & fax numbers.

Thomas Nelson: _____

Tyndale: _____

Word Entertainment: _____

STL Distribution: _____

Moody Press: _____

Spring Arbor / Ingram: _____

Zondervan: _____

Anchor/Whitaker House: _____

Federal EIN: _____

Requested Credit Limit \$ _____

Ownership Information

Are you the new owners of an established business? **NO** **YES** Date of Purchase: _____ Do you own any other businesses? **NO** **YES** Describe: _____ If no, is this business your sole source of income? **NO** **YES**

If no, briefly explain: _____

Business Type: Proprietorship Partnership Corporation LLC

Other – describe: _____ Is

this business a subsidiary or division of any other organization? **NO** **YES**

If yes, please explain: _____

1. Owner/Principal's Name: _____ Position: _____

(Owner, President, CEO, etc.): _____ Residential

Address: _____ Residential

Phone: _____ SSN: _____

2. Owner/Principal's Name: _____

Position: (Owner, President, CEO, etc.): _____

Residential Address: _____

Residential Phone: _____ SSN: _____

Please Read & Sign Below Must Be Completed by Authorized Personnel

Standard Account Terms: Billing is Net 30. 1% service charge on invoices past terms. F.O.B. our warehouse. Customer receives title to the merchandise when it leaves our warehouse and customer pays all freight charges (unless otherwise specified on a specific order). Customer assumes all liability when requesting routing by United States Postal Service (International or Domestic). Customer also pays freight charges for returned product and assumes all risk if a delivery receipt cannot be obtained on a non-received return. Only clean, salable product that is still in print is returnable. Products purchased at a 70% or greater discount are non-returnable. If due to delinquency your account is placed for collection, fees and legal charges up to 50% of the principal balance due will be customer's responsibility.

Attorneys' Fees/Collection Costs: In the event that any legal proceeding is initiated regarding this Agreement or any sales transaction between Harvest House and Purchaser, including efforts to collect on Purchaser's account, the prevailing party shall be entitled to recover such attorneys' fees, costs and disbursements as are deemed reasonable and proper by an arbitrator or court (and, if appealed, the appellate court).

Miscellaneous: This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, understandings and proposals (whether written or oral) in respect to the matters specified. No agreement or understanding which alters or extends the meaning of this Agreement shall be binding unless in writing and signed by both parties. If any section of this Agreement is held to be invalid, the remaining sections of this Agreement will not be affected. This Agreement is deemed a contract made in Oregon and it shall be construed and enforced according to the laws of the State of Oregon, regardless of its conflicts of law rules. Any suit or action instituted by either party to enforce the terms may only be brought in Lane County, Oregon.

I/We authorize Harvest House Publishers to investigate our credit history or information as deemed necessary to extend credit for open account purposes. I affirm that the submitted information is complete and true to the best of my knowledge. I have read and do accept the above credit terms. I agree that a faxed or electronic copy of this document is valid and as equally binding as the original document and signature. Furthermore, I affirm that I am authorized to bind the applicant organization to the above terms and understand that if I misrepresent this authority I may personally be held responsible for any or all debts incurred. If the Purchaser is a proprietorship, owner hereby personally guarantees the Indebtedness.

Name: _____ Title: _____
(Please print)

Signature: _____ Date: _____