

DOMESTIC TRADE APPLICATION

TYNDALE

THANK YOU FOR YOUR INTEREST IN TYNDALE HOUSE PUBLISHERS.

The following steps are required to establish a retail account with us:

- Complete and sign the attached **Domestic Trade Application**.
- Complete the attached **Bank Release Form**.
- Attach a copy of your **State Resale Certificate or Sales Tax Exemption Certificate**.
- Attach any information requested under “Additional Requirements” based on the type of account for which you are applying.

Your completed application may be submitted via fax, e-mail (must be physically signed) or mail.

Fax 630-344-0945
E-mail newaccounts@tyndale.com
Mail Tyndale House Publishers
Attn: New Accounts
351 Executive Drive
Carol Stream, IL 60188

Please be aware that it may take an additional two weeks or more to establish a credit line; however you may choose to prepay for initial orders that are time sensitive. If you do place an order before your credit line is established your Credit Representative will contact you with payment options.

We look forward to establishing a business relationship with you. If you need further assistance, please feel free to contact me.

Best Regards,

Account Management Coordinator
Tyndale House Publishers
800-323-9400 x 5234

Attachments

Domestic Trade Application
Bank Release Form



DOMESTIC TRADE APPLICATION

TYNDALE

Legal Name of Organization _____ DBA _____

Billing Address _____ City _____ State _____ Zipcode _____

Shipping Address _____ City _____ State _____ Zipcode _____

Website _____ Email _____

Accounts Payable Contact

Name _____

Phone _____

Fax _____

Email _____

Purchasing Contact

Name _____

Phone _____

Fax _____

Email _____

Would you like to receive periodic emails about special offers and product information from Tyndale? Yes No

Your email information will solely be used by Tyndale House Publisher and will not be sold or given to any organization outside Tyndale.

Are you a member of CBA? Yes No For information on joining CBA, visit www.cbaonline.org

Are you a member of ABA? Yes No

(Check One) Do you consider your business to be part of the *Christian Market* or part of the *General Market* ?

Are you associated with another business that has an account with Tyndale? Yes No Account # _____

PLEASE SELECT THE TYPE OF ACCOUNT THAT MOST CLOSELY DESCRIBES YOUR BUSINESS

- Retail Accounts**
 - Brick and Mortar Bookstore
 - Resells products to the general public as a bookstore in a fixed location with an external sign and entrance
 - Open to the public a minimum of 30 hours per week
 - Book and Bible sales are greater than 35% of total revenue
- Church Bookstores**
 - Fixed location, open to the general public, owned and operated by a church
- General Retailer**
 - Resells products to the general public in a fixed location with an external store sign and entrance
 - Open to the general public a minimum of 30 hours per week
 - Book and Bible sales are less than 35% of total revenue
 - *NOT considered to be a bookstore* (examples: gift shop, pharmacy, general merchandise)
- Internet Retailer**
 - Contacts the public and receives 100% of its sales via the internet
 - Warehouses and distributes orders received from its customer base on its own (Tyndale does not drop-ship)
 - Established, independent, fully functional website with 'shopping cart' capability
- Event-Based**
 - Event-Based organizations must be focused solely on event-based sales
- Catalog Company**
 - Uses any printed media to contact the public
 - Receives over 80% of its sales via the telephone, fax, or mail (example: cataloger)
 - Additional Requirements: Physical copy of catalog or printed media
 - Wholesale Accounts (Note: You may be asked to supply additional information not stated in this application)
- Book Distributor**
 - A business that only sells products to retail bookstores at whole sale prices
 - Wholesalers who sell to retail stores that are a part of the whole saler's business will be rebilled at retail discounts
 - Additional Requirements: A website or brochure information
- Independent Distributor**
 - Businesses whose sales representatives sell to large retailers at wholesale prices
 - Additional Requirements: A website or brochure information
- Display Marketing – Rack Jobbers**
 - Service at least 50 active rack locations
 - Additional Requirements: A website or brochure information
- Other Accounts** (Please describe your business)



DOMESTIC TRADE APPLICATION

TYNDALE

Will your account accept back orders? (Default is YES) Out of stock Yes No Not yet published Yes No

If yes, release when back orders total \$ _____ (net) (Default \$50.00)

Will you be submitting orders electronically (EDI)? Yes No If yes, SAN _____

Do you have a preferred carrier?* _____

Special Shipping Instructions _____

OWNERSHIP INFORMATION

Owner/Principal's Name _____ Position _____

Residential Address _____

Residential Phone _____ Email _____

Would you like to receive periodic emails about special offers and product information from Tyndale? Yes No

Your email information will solely be used by Tyndale House Publisher and will not be sold or given to any organization outside Tyndale.

CREDIT REFERENCES PLEASE PROVIDE ACCOUNT #'S FOR THE FOLLOWING OR YOUR OWN CREDIT REF LIST WITH ACCOUNT/FAX #'S

Approximate amount of credit desired? _____

Thomas Nelson _____ Harvest House _____

Word Entertainment _____ STL NA _____

Moody Press _____ Baker and Taylor _____

Broadman/Lifeway _____ Spring Arbor/Ingram _____

Zondervan _____ Anchor/Whitaker House _____

TERMS THIS SECTION MUST BE READ AND SIGNED BY AUTHORIZED PERSONNEL

STANDARD ACCOUNT TERMS: 1 ½ % 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. Customer agrees to a return percentage of 50% or at-purchase % if greater than 50% on overstock returns. Customer agrees to an additional 25% off of retail penalty for all damages making returns unsalable. 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 principle balance due will be customer's responsibility. I/We authorize Tyndale House 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.**

Name (Please Print) _____ Title _____

Signature _____ Date _____



BANK RELEASE FORM

TYNDALE

THE INFORMATION BELOW IS SEPARATED FROM YOUR APPLICATION AND SENT DIRECTLY TO YOUR BANK FOR THE PURPOSE OF ESTABLISHING CREDIT. PLEASE COMPLETE IN ITS ENTIRETY.

TO WHOM IT MAY CONCERN I authorize you to give Tyndale House Publishers, P.O. Box 80, Wheaton, IL 60189 such information that they may desire in regard to my accounts. This request is made for the purpose of establishing credit relations.

Signature as it appears on record _____ Date _____

Bank Name _____

Bank Address _____ Position _____

City _____ State _____ Zip Code _____

Contact Name _____ Phone # _____

BANK EMAIL OR FAX NUMBER REQUIRED TO OBTAIN BANK INFORMATION

Email _____ Fax _____

Checking Account # _____ Savings Account # _____

Business Name _____

Address _____

City _____ State _____ Zip Code _____

