



International Dealer Information Form

International Dealer Information

Company Name: _____

Billing Address: _____ Shipping Address: _____

Country: _____ Country: _____

Postal Code: _____ Postal Code: _____

Phone: _____

Fax: _____

E-mail (if multiple shipping locations, please attach list): _____

Include your store on our Web site? Yes No

Your Business is: Incorporated Sole Proprietorship Partnership

Years in Business: _____ Tax Exempt or Resale Number (if applicable): _____

Years at present address: _____ Federal Tax ID Number (if applicable): _____

Company Information

Primary Type of Business: Bookstore Stationery/Gift Retail Storefront Catalog Web Site Other: _____

Phone/Ext: _____

Principle Owner: _____ E-mail: _____

Phone/Ext: _____

Buyer: _____ E-mail: _____

Phone/Ext: _____

Accounts Payable: _____ E-mail: _____

Credit Card Information

Please check one: Visa MasterCard

Card Number: _____ Expiration Date: _____

Card Holder Name: _____

Charge this order ONLY. Charge this and ALL FUTURE orders.

By my signature below, I certify that the information on this form is true and complete, and that I have read and agree to comply with the terms and policies set forth in the International Dealer Information form. I hereby authorize Evan-Moor Educational Publishers to charge my invoices to the above credit card. (An invoice will be provided for each transaction for your records.)

Title: _____ Signature: _____

Date: _____ Print Name: _____

phone **831-649-5901 x104** • www.emdealer.com

Evan-Moor Educational Publishers • 18 Lower Ragsdale Drive, Monterey, California 93940-5746

International Shipping Information

If orders are to be shipped to a forwarder, please fill out the following:

Forwarder Name: _____ Contact Name: _____
Street Address: _____ Phone: _____
City: _____ Fax: _____
State, Zip: _____ E-mail: _____

Invoice Copy to Forwarder: Yes No Invoice Copy to Company: Yes No

Your PREPAID order will receive free freight *only* if it meets the following requirements:

- 1) It must be shipped by Evan-Moor's carrier of choice; and
- 2) It must be shipped to a freight forwarder or other destination within the continental United States; and
- 3) It must be at least \$250 net or more. Reorders are \$100 net minimum.

Do you wish to receive backorders: Yes No

You will be responsible for freight charges if backorders are shipped to a destination outside the continental United States.

Open Trade References

Bank Name: _____ Contact Name: _____
Street Address: _____ Phone: _____
City: _____ Fax: _____
State, Zip: _____ E-mail: _____
Account #: _____

Vendor Name: _____ Contact Name: _____
Street Address: _____ Phone: _____
City: _____ Fax: _____
State, Zip: _____ E-mail: _____
Account #: _____

Vendor Name: _____ Contact Name: _____
Street Address: _____ Phone: _____
City: _____ Fax: _____
State, Zip: _____ E-mail: _____
Account #: _____

Terms & Policies

Orders: Minimum initial order \$250 USD net. Reorder minimum \$100 USD net.

Payment Terms: Each order must be prepaid in United States funds before an order can be released and shipped. We accept the following payment methods: check, money order, Visa, MasterCard, and wire transfer.

Shipping: If you wish to have a designated carrier not used by Evan-Moor, the shipping arrangements must be made by you and approved by our company. If for some reason our company deems the chosen method of shipping unreliable, your company must accept all responsibility for any damages or loss that occurs to the shipment.

Returns: We do not accept returns.

Returned Checks: All returned checks (insufficient funds, closed accounts, etc.) will be subject to a \$25 USD fee per presentation. The service charge must be paid in full before any future orders will be shipped. Any returned checks that are not paid will be forwarded to a collection agency.

phone **831-649-5901 x104** • **www.emdealer.com**

Evan-Moor Educational Publishers • 18 Lower Ragsdale Drive, Monterey, California 93940-5746