



LONGLEAF SERVICES

Dear Customer:

Welcome to Longleaf Services, Inc. Before we can process your order we need to gather some important information from you regarding your business.

Enclosed, you'll find our credit application along with our returns policy. Please return the completed credit application, with a copy of your state designated tax exemption certificate and first order to Terry Miles, Longleaf Services' Credit Manager to ensure prompt shipment of your order. If this is a one-time purchase and you do not wish to establish an ongoing account with Longleaf, we will be happy to process your order by prepayment with American Express, Discover, MasterCard, Visa, or business check. Please contact Terry at 800-848-6224, ext. 2 or credit@longleafservices.org with any questions regarding accounts receivable.

Please direct all orders and customer service inquires to:

Longleaf Services, Inc.
116 S Boundary St
Chapel Hill, NC 27514-3808

Phone: 800-848-6224
Fax: 800-272-6817
Email: customerservice@longleafservices.org

Orders for all publishers can be combined on one PO and will be combined for shipping. The preferred method for ordering is PUBNET for all publishers (SAN 203-3151). Your contact for questions regarding orders or customer service issues is Teresa Thomas, Customer Service Manager.

Over the course of the next couple of years we hope to bring other university presses under the Longleaf umbrella. We trust you'll find that Longleaf means greater efficiencies and cost savings for your operations.

For additional information on services provided by Longleaf and our terms of sale, please see our website at www.longleafservices.org. Should you have any questions regarding this letter or need further assistance please contact B.J. Smith, Operations Manager, at 800-848-6224, ext. 3.

Sincerely,
The Staff at Longleaf Services

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