



Longleaf Services' Retailer Account Preferences Form

If you are an independent retailer, we request that you use this form to update your account preferences. Please note that the **Free Freight** incentive will apply to all Longleaf Services orders invoiced on or after 7/1/19.

Longleaf Account Name * _____

Business/Purchasing Contact Name * _____

First Name * _____

Last Name * _____

Email Address * _____

Phone Number * _____

Accounts/Payable Contact Name *

First Name * _____

Last Name * _____

Email Address * _____

Phone Number * _____

If you have separate accounts for billing and shipping, please provide the account number for each **shipping address**. If you order for more than one store, submit another form with your other account(s)' name/number. The same account preferences will be applied to each account by default.

For new account information, please see instructions at the bottom.

If you don't know your account number, give us a call at (800) 848-6224 ext. 1 or email us at customerservice@longleafservices.org.

Account Number: * _____

Zip Code * _____



ACCOUNT PREFERENCES:

1. Longleaf's 10 Copy Order Consolidation Program to obtain Free Freight * Yes or No
(Circle one)

By selecting "Yes" to our **Order Consolidation Program**, you agree to these terms:

- All orders, including for existing stock and all backorders, are held to meet the 10 copy minimum to receive free ground shipping
- This is a one-time set-up step and will apply to all of your future orders from all Longleaf Services' university presses, effective when we process your completed form or 7/1/19, whichever is later
- Only independent retailer accounts with shipping addresses located in the contiguous United States are eligible for this incentive

2. Do you prefer to receive invoices, statements, and credit memos emailed to you? Yes or No
(Circle one)

3. Please confirm whether you would like to purchase books from Longleaf on a Returnable or Non-Returnable (NR) basis: Returnable or Non-Returnable (Circle one)

- Commitment to Non-Returnable terms is for at least one year; you may revisit and update your NR Account Status in **July**
- Stock bought under Non-Returnable terms will *not* be eligible for returns
- Your account's returnable status impacts orders from *all* of Longleaf's client publishers. The discount you receive from non-participating presses may vary. Extra 5% offered by participating presses on T, S, and X-coded titles to Non-Returnable bookstore accounts.

Important Note: Order consolidation minimums and Non-Returnable account settings are not features that may be activated or deactivated on an order-by-order basis. Rather, they are permanent account settings that, when applied, impact all future orders placed for an account, including reorders of existing stock, whether available or backordered, backordered new releases, rush orders, stock ups for author events (unless approved in writing by Longleaf Customer Service ahead of time), special orders, replacement copies for damaged copies, etc.

Questions/comments:



Thank you very much for taking the time to update your account information! We appreciate your business. Please fax or email this completed form to us at customerservice@longleafservices.org or (fax) (800) 272-6817.

Longleaf Customer Service

Our Fulfillment Client Presses:

Baylor University Press
Cork University Press (*US orders only*)
Cornell University Press
Louisiana State University Press
Oklahoma University Press
Texas Tech University Press (*June 1, 2019*)
Syracuse University Press
Truman State University Press
University of Calgary Press (*US orders only*)
University of Georgia Press
University of Manitoba Press (*US orders only*)
University of Nebraska Press
University of New Mexico Press
University of North Carolina Press
University of Notre Dame Press
University of the West Indies Press
University of Virginia Press
Vanderbilt University Press

New Accounts:

If you are brand new to Longleaf, here are links to our **New Account forms**:

Download Longleaf Services, Inc. [New Account Letter PDF](#)

Download Longleaf Services, Inc. [New Account Application PDF](#)

These are both available here: <http://www.longleafservices.org/new-account-applications/>

Fax the application and your specific state sales tax exemption certificate or your state's resale certificate to our Credit Department at (800) 272-6817 or email to credit@longleafservices.org. We will need to set up your account before you are able to complete this form online.

Thank you!