



## 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](mailto: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](mailto:customerservice@longleafservices.org) or (fax) (800) 272-6817.

### **Longleaf Customer Service**

#### **Our Fulfilment 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  
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](mailto:credit@longleafservices.org). We will need to set up your account before you are able to

complete this form online.

Thank you!