



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 Programs** will apply to all Longleaf Services orders.

Longleaf Account Name * _____

Account Number(s): * _____

Zip Code * _____

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.



ACCOUNT PREFERENCES:

1. **10 Copy Order Consolidation Program to obtain Free Freight *** Yes No

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 your future orders from all Longleaf Services' university presses, effective when you submit this form.
- 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 No

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

- 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* 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:



New Accounts:

Please visit our website to locate the application at <http://www.longleafservices.org/new-account-applications/>

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

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

Longleaf Customer Service