

# WillowTree Press, LLC

## Application for Vendor Account

Please fill out and fax form to 314-423-3634, or email to sales@willowtreepress.com

### Store Information

Store Name:			
Owner (Legal Name):			
Store Address:		Unit/Suite:	
City:		State:	ZIP:
Phone		Fax:	
Website:			
Email:			
Years in business:		Are you a member of *COVR?	YES NO
Billing Contact Name:			
Billing Contact Phone:			
Shipping Address (if different from above):			
Billing Address (if different from above):			

\* COVR – Coalition Of Visionary Resources

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### Credit Card Information

WillowTree Press requests a credit card on file to secure your account. If you wish to pay by check, money order, or PayPal, shipment will only be made once payment has been received and cleared and charges will be made against the credit card ONLY in the event of a bounced check/delinquent payment. (See item 9 in the Terms of Business on page 3 of this document.)

You may also elect to have orders automatically charged to the card on file.

Type of Card	MC / VISA / DISCOVER / American Express
Name on Card:	
CC Number:	
Expiration:	/
CVV Code (On back of card)	

Check one:

\_\_\_\_\_ I will be paying by Check / Money Order / PayPal. Use this card only to secure the account. I hereby authorize charges against the above listed credit card in the event of non-payment / delinquent payment to WillowTree Press.

\_\_\_\_\_ Always charge my orders against this credit card. I hereby authorize WillowTree Press to bill the above listed credit card for orders placed by my store.

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Signature of Card Holder

Date

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### Terms of Business

1. Orders for books may be placed via email, phone, fax, or through our online bookstore.
2. **Retailers: Before placing an order via the WillowTree Press Bookstore, contact sales@willowtreepress.com to obtain a vendor code. Your code will be necessary at checkout in order to obtain your vendor discount!**
3. Direct orders may be placed via the WillowTree Press Bookstore, which is accessible from the "Buy Books" link in the menu on the main page of our website www.willowtreepress.com.
4. While posters and promotional items are listed for sale in the bookstore, they are available free of charge to bookstores/wholesalers/libraries. Use the Promotional Materials for Retailers link on the main page to access the online order form.
5. Minimum Order Quantity to obtain discount- 6 books (can be mixed titles) **Discount is obtained by entering your vendor code in the COUPON field at time of checkout.**
6. Standard Bookstore Discount is 40%. (Verifiable members of \*COVR receive an additional 5% discount on merchandise)
7. For Volume/Premiere Discount Information contact sales@willowtreepress.com. Volume/Premiere discounts require a minimum of 32 books per order (can be mixed titles).
8. All shipping is presently done via FedEx Ground or USPS. Make sure you select the preferred method of shipping at checkout.
9. All orders must be prepaid, unless payment terms have been established with WillowTree Press, LLC in advance. **Due to a recent rise in delinquent accounts, purchase orders can no longer be accepted from new accounts and we are no longer extending credit to bookstores.** WillowTree Press currently accepts payment via check, money order, PayPal, Mastercard, Visa, American Express, and Discover.
10. All shipping and handling costs are the responsibility of the bookstore.
11. Books are sold on a *no return basis*. WillowTree Press will **exchange** defective stock (missing pages, misprinted pages), but will not accept overstock returns.
12. **NOTE: Stores located in the State of Missouri are required to submit the attached Sales/Use Tax Exemption Certificate.**

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