ACCOUNT APPLICATION

Thank you for your interest in purchasing from Hopkins Fulfillment Services. In order to establish an account, please provide the requested information below.

Our payment terms are Net 30 days.
All new accounts will be established with a $1000.00 credit limit.
Please fax, email, or mail this completed form along with a copy of your State Tax Exemption certificate, if applicable*. We cannot establish an account without a copy of your State Tax Exemption certificate for our files.

Company Name: _______________________
Billing Address: _______________________
Billing Address: _______________________
Phone: ______________
Fax: ______________
Email: ______________
SAN#: ______________
How long in business? ________________
Usual Preferred Shipping Name and Address (if different from Billing): _______________________
_____________________________________
_____________________________________
_____________________________________
Your Preferred Shipping Method:
_____ UPS Ground Prepaid
_____ FedEx Ground Collect (acct#: ____________)

* Please fax or mail a copy of your State Tax Exemption certificate with your account application. If you have any questions, please call 1-800-537-5487.
_____ UPS Ground Collect (acct#: ____________)
_____ Media Mail

Please bear in mind that books that are Not Yet Printed and/or Backorders will ship separately and you will be assessed freight charges at that time. If you would like your orders consolidated, please request our order consolidation application.

**Type of Business:**

- _____ Wholesaler
- _____ Retailer
- _____ Library
- _____ Corporation
- _____ Other (specify below)

**We currently provide invoices/credit memos via postal mail; in the near future, we will provide our documents via email. Please provide this information for our database.**

Preferred Email Address for Invoices/Statements:  If email is unavailable provide:

Email: ___________________________  Fax: ___________________________

**Accounts Payable Contact Name, Phone, & Email:** ___________________________

________________________________________

Federal Tax ID# or Social Security#: ___________________________

State Tax Exemption # (if applicable*): ___________________________

**Please provide three trade references:**

**Reference #1:** ___________________________

Contact: ___________________________

Address: ___________________________

________________________________________

Account #: ___________________________

Phone: ___________________________

Fax: ___________________________

Email: ___________________________
Reference #2: _______________________
Contact: ___________________________
Address: ___________________________
                                  _______________________
Account #: __________________________
Phone: ______________________________
Fax: _________________________________
Email: ______________________________

Reference #3: _______________________
Contact: ___________________________
Address: ___________________________
                                  _______________________
Account #: __________________________
Phone: ______________________________
Fax: _________________________________
Email: ______________________________

The following is a list of the client presses distributed by Hopkins Fulfillment Service (HFS):

• Baylor University Press
• Brookings Institution Press
• Catholic University of America Press
• Center for Talented Youth
• Georgetown University Press
• Johns Hopkins University Press
• Maryland Historical Society
• University of Massachusetts Press
• University of New Orleans Press
• University of Pennsylvania Press
• University Press of Kentucky
• University of Washington Press
• Urban Institute Press
What does this mean to our customers? You are able to submit purchase orders for all of the above publishers under one PO number. This should result in savings to you on shipping charges and time. Not only can you submit one order for multiple publishers, the billing for all of the presses will be on one account under the name of Hopkins Fulfillment Services. This will simplify your bookkeeping.

Information for publications of any of the above presses as well as accounts receivable information may be obtained by calling one toll-free number: 1-800-537-5487.

Should you have any questions please do not hesitate to contact our customer service department.