



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.

HFS

**P.O. Box 50370
Baltimore, MD 21211-4370
EMAIL: hfscustserv@press.jhu.edu
WEB: www.hfs.jhu.edu
BOOKSTORE: www.HFSbooks.com
PHONE: Toll-Free 800-537-5487
Baltimore Area: 410-516-6965
FAX: 410-516-6998
FEIN: 52-0595110
SAN: 2027348**

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.

Distributing For:

**Catholic University of America Press
Central European University Press
Family Development Press
Georgetown University Press
Johns Hopkins University Press
Maryland Historical Society
Modern Language Association
Northeastern University Press
University of Alberta Press
University of New Orleans Press
University of South Carolina Press
University of Washington Press
University Press of Kentucky
Wesleyan University Press**

Company Name: _____

Billing Address: _____

Billing Address: _____

Phone: _____

Fax: _____

Email: _____

SAN#: _____

How long in business? _____

Usual Preferred Shipping Name and Address (if different from Billing):

Name: _____

Shipping Address: _____

Shipping Address: _____

Your Preferred Shipping Method:

- UPS Ground Prepaid
- FedEx Ground Collect (acct#: _____)
- 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 provide invoices/credit memos/monthly statements via email. Please provide this information for our database.

Preferred Email Address for Invoices/Statements:

Email: _____

If email is unavailable provide:

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):

- Catholic University of America Press
- Central European University Press
- Family Development Press
- Georgetown University Press
- Johns Hopkins University Press
- Maryland Historical Society
- Northeastern University Press
- University of Massachusetts Press
- University of New Orleans Press
- University of South Carolina Press
- University of Washington Press
- University Press of Kentucky
- Wesleyan University 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.