

"Bill To" Account Information	
Library Name	
Address	
City	State/Zip
Contact	Title
E-mail	
Phone Number	Fax Number
"Ship To" Account Information	
Library Name	
Address	
City	State/Zip
Contact	Title
E-mail	
Phone Number	Fax Number

Web Site \_\_\_\_\_

Name of Library Director \_\_\_\_\_

Do you want processing and/or cataloging?  Yes  No

Do you belong to a state contract or purchasing consortium?  Yes  No

If yes, please name: \_\_\_\_\_

Are separate invoices required for each Purchase Order?  Yes  No

How many copies of the invoice do you require? \_\_\_\_\_

Does this library allow backorders?  Yes  No

If yes, what is the preferred backorder cycle:(1 to 365 days)\_\_\_\_\_

Should 'Not Yet Published' titles remain on backorder until published?  Yes  No

Are partial quantity per title shipments acceptable?  Yes  No

Anticipated Annual Purchases from Ingram Library Services: \$ \_\_\_\_\_

**In order to maximize your fill rate, your account will be set up to ship from two warehouses, a primary and a secondary.**

**Please fax the completed application, along with your state sales tax-exempt certificate, to (615) 213-6517.**

If you are not exempt from state sales tax, please advise when returning your application.

You may also e-mail to [newaccountcredit@ingrambook.com](mailto:newaccountcredit@ingrambook.com) or mail to

Ingram Library Services • P. O. Box 3006 • One Ingram Blvd. MS 353 • La Vergne, TN 37086

If you need assistance completing this form, please call (800) 937-5300 Ext. 24820.

*For more information about Ingram visit [ingramlibrary.com](http://ingramlibrary.com).*

**TERMS OF SALE AGREEMENT**

I understand that Ingram Library Services Company payment terms are 1% 10 days from date of monthly statement, net 30 days from date of monthly statement, and that my account may be subject to a late charge of 1.5% (18% per annum) on all past due invoices. Furthermore, I understand that my orders may not be shipped if my account is past due and that any collection fee (including attorney fees) and related costs will be borne by my account.. All terms and conditions of the Ingram Library Services trade policies are subject to change at any time.

No terms or conditions of the Applicant's purchase orders different from the terms of Ingram Library Services will become part of any sales agreement, purchase order, or other document unless specifically approved in writing by Ingram Library Services. All payments received from the Applicant may be applied against invoices at the sole discretion of Ingram Library Services. Ingram Library Services shall have the right of recoupment of credit memos or refunds within its sole discretion.

Ingram Library Services reserves the right at all times to modify or terminate credit terms and terms of sale.

The library agrees not to display or loan any title before the publisher-assigned on-sale date. If Ingram Library Services receives proof that the applicant has displayed or loaned a title before the assigned on-sale date, Ingram Library Services reserves the right to hold future shipments of high-visibility on-sale titles until the on-sale date has passed.

I have read the Ingram Library Services Trade Policies and Procedures and agree to abide by them, and understand they may be amended from time to time.

Accepted on \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year).

By \_\_\_\_\_  
(Signature) (Title) (Print Name)

For \_\_\_\_\_  
(Library Name)

**Thank you for completing this form.  
You will be notified when your account is established.**

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**Street Smart<sup>SM</sup> Affidavit**

We understand the importance of expedited delivery so you can have new releases on your shelves by their on-sale dates. Besides the regular flow of new titles, there will also be releases each year that require heightened awareness.

**Street Smart (Standard)**

There is no minimum order quantity requirement for Street Smart (Standard) titles.

**Street Smart (Select)**

These are major releases based on Ingram’s initial buy. Ingram will send advance notification of these titles, including minimum order quantities (a full carton), and order deadlines via e-mail. You need to backorder at least the designated carton quantity (per order) to qualify for early shipping.

By signing this document, you agree that you will not display, sell, or loan for advanced reading a title before the publisher-assigned on-sale date. If the publisher notifies us of a violation of this agreement, all of your Street Smart titles will be held until the on-sale date for the following 12 months. This agreement will remain in effect until cancelled in writing by you.

**To receive titles prior to the designated on-sale date, please sign and return this document.**

**To be completed by the Library Director or authorized library representative:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Library Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Interoffice Only:**  
Bill-To Account # \_\_\_\_\_

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