

HARRISON HOUSE PUBLISHERS, INC.

Attention: Credit Department P.O. Box 35035, Tulsa, OK 74153 (918) 523-5700, Fax (800) 830-5688

CREDIT APPLICATION

Applications without orders will not be processed but will remain on file for 90 days. Please allow 5 business days for application processing.

BUSINESS INFORMATION

Store Name: _____ In Business Since: _____

Business Bill To Address: _____ City: _____

State: _____ Zip: _____ Business Phone: _____ Business Fax: _____

Business E-mail Address: _____ Desired Line Of Credit: \$ _____

Business Ship To Address: _____

Ship to Address: Residential or Commercial (circle one)

Authorized Buyer(s): _____

Type of Business (circle one) Bookstore, Retail, Distributor, Church/Ministry, Other: _____

Are You a (circle one): Chain Store, Franchise, Independent Store, Non Profit, Affiliation

If business is a church bookstore must have Pastor's signature for authorization to buy:

Pastor's name-printed _____ Pastor's name-signature: _____

Sales Tax Number: _____ Sales Tax Number Expiration Date: _____

Must fax sales certificate or tax exempt form along with credit application.

Accounts Payable Contact: _____ Accounts Payable Phone Number: _____

Do You Accept Backorder's (circle one): Yes/No

Alternate Phone Numbers other than above: _____

Type of Merchandise Sold (circle all that apply): Books, Gifts, Music, Videos, T-Shirts, Other _____

List Authorize personnel to order product:

- 1. signature: _____ phone #: _____
- 2. signature: _____ phone #: _____
- 3. signature: _____ phone #: _____

List Full Names, Address, Phone No's/ Social Security Numbers of Each Partner/Owner:

Full Name: _____ Title: _____ SSN: _____

Address: _____ Home Phone #: _____ Cell #: _____

City: _____ State: _____ Zip: _____ Email: _____

Full Name: _____ Title: _____ SSN: _____

Address: _____ Home Phone #: _____ Cell #: _____

City: _____ State: _____ Zip: _____ Email: _____

Full Name: _____ Title: _____ SSN: _____

Address: _____ Home Phone #: _____ Cell #: _____

City: _____ State: _____ Zip: _____ Email: _____

Full Name: _____ Title: _____ SSN: _____

Address: _____ Home Phone #: _____ Cell #: _____
City: _____ State: _____ Zip: _____ Email: _____

Have you or any of the Above Principles Had a Business Failure or Bankruptcy: No/Yes (if Yes attached explanation)
Number of Employees: _____ Do You (circle one): Own Building or Rent Space

ORDER INFORMATION

If your business has multiple locations, do you prefer (circle one): One Account/Multiple Accounts

Do you require a Purchase Order Number on each order (circle one)? Y/N

Preferred Shipment Carrier (circle one): UPS, FDXG, USPS Priority Mail, Collect (provide shipper #) _____, or
Other: _____

International Customers: Call for International Shipping Carriers and Rates

****PRODUCT RETURNED FOR CREDIT WILL BE APPLIED AGAINST FUTURE PRODUCT ORDERED ONLY****
****REFUNDS WILL ONLY BE ISSUED IF BOOKSTORE IS CLOSING OR IS CLOSED****

BANKING INFORMATION

Bank _____ Branch _____ Phone _____
Address _____ City _____ State _____ Zip _____
Contact _____ Acct No. _____ Type of Acct. _____
Loan _____ Secured _____ Unsecured _____

Signature below authorizes the release of banking information.

PUBLISHER REFERENCES

	Name	Acct No.	City/State	Phone #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

HARRISON HOUSE CREDIT TERMS AND CONDITIONS

- 1) All sales are subject to credit approval.
- 2) All payments must be made in United States funds drawn on a United States banking institution.
- 3) Payment by MasterCard, or VISA, is accepted with the following required information: Card number, expiration date, name on card, security code, billing address and telephone number. All payments subject to credit card approval.
- 4) All invoices are due thirty (30) days from the invoice date unless otherwise noted on the invoice. Credit terms are granted from invoice date and payment must be received on or before the due date to avoid delinquency and finance charges. Interest at the rate of one percent (1%) per month, or the highest legal rate, whichever is less, shall be assessed on delinquent invoices. This is an annual rate of eighteen percent (18%). Interest charges will be reflected on the monthly statement. C.O.D. may be placed on any past due accounts. Harrison House reserves the right to change open accounts to C.O.D. status at any time.
- 5) Any payment received without remittance instructions will be applied to the account as "cash on account". Harrison House reserves the right to apply "cash on account" to the oldest open invoice(s). Harrison House also reserves the right to apply any and all other open credits on the account to the oldest open invoice(s).
- 6) A service charge will be applied to the account for any check returned NSF (Non-Sufficient Funds) or Account Closed. The account will be on credit hold until payment by certified check, money order, or credit card (including the service charge) is received.
- 7) VENUE: All amounts due for purchases from Harrison House Publishers are payable at the address shown on the invoice. It is further agreed and stipulated that this agreement is entered into in the state of Oklahoma. This Agreement shall be governed by the laws of the state of Oklahoma.
- 8) CHANGE OF OWNERSHIP: I/We understand that Harrison House Publishers must be notify in writing and by certified mail of any change in ownership, the name of the business or structure of the business under which credit is established.
- 9) In the event of default, and if this account is turned over to an agency or an attorney for collection, the undersigned agrees to pay all reasonable attorney fees, and/or costs of collection whether or not suit is filed.

HARRISON HOUSE RETURNS POLICY AND PROCEDURES

Returns are not allowed nor accepted on international accounts and shipments.

1. **Damaged or Defective Merchandise** claims must be reported to Harrison House Customer Relations within thirty (30) days of invoice date in order for credit to be issued to your Harrison House Customer account.
2. **Sellable Merchandise** purchased from Harrison House by Harrison House customers may be returned. **Promotional product, Remainder product, Gift product, obsolete product, or product classified as No Longer Available or Out of Print is non-returnable for credit.** Any non-Harrison House product received in the Returns Department will be disposed of by Harrison House (not returned to Customer or Sender) and no credit issued.
3. **Issuing of Credit to Harrison House Customers** for sellable merchandise returned will occur within thirty (30) days from the date of receipt in the Harrison House Returns Department. Credit is applied to the Customer’s account at the original discount given, if a copy of the original invoice is included in the returned shipment. Otherwise, credit is applied at the **Lowest Net Unit Price**, purchased within the last 6 months. **All credits will be placed on the customer account and applied against open balances or future purchases. Refunds will only be issued if the store is closing or is closed.**
4. **Packaging of Sellable Merchandise for Return** should be appropriate for shipping. Credit is issued by Harrison House for items received in sellable condition only. The Customer is responsible for any product lost or damaged in transit. We suggest that all packages being returned to Harrison House be insured, in case a claim needs to be filed for lost or damaged product. Please indicate your Harrison House Customer Account Number (and invoice number if possible) on all returned shipments; mark each box 1 of X, 2 of X, etc.
5. **No other written or formal authorization is required when returns are made in compliance with the Returns Policy.**

Please Ship Returns To:

Harrison House Publishers Returns Department
7498 E. 46th Place
Tulsa, OK 74145

The preceding information is for the purpose of obtaining credit and is warranted to be true. I/We hereby authorize Harrison House to investigate all references and customary credit information sources regarding my/our credit and financial responsibility. Applicant’s signature attests financial responsibility, ability and willingness to pay in accordance with above terms.

AN UNSIGNED CREDIT APPLICATION WILL NOT BE PROCESSED.

Signature: X _____ Print: _____ Date: _____

PERSONAL GUARANTY: For valuable consideration, the receipt of which is acknowledged, including but not limited to the extension of credit by Harrison House to the applicant, the undersigned (“Guarantor”) jointly and severally, unconditionally guarantee to Harrison House (hereafter “Obligee”) the full and prompt performance including payment by guarantor(s) (hereafter “Obligor”) of all obligations which the Obligor presently or hereafter may have to Obligee and payment when due of all sums presently or hereafter owing by Obligor to Obligee. Guarantor agrees to indemnify Obligee against any losses Obligee may sustain and expenses Obligee may incur as a result of any failure of Obligor to perform including reasonable attorney’s fees and all costs and other expenses incurred in collecting or compromising any indebtedness of Obligor guaranteed hereunder or in enforcing this guaranty against Guarantor. This shall be a continuing Guaranty. Guarantor hereby waives any right to receive notice of Obligee’s acceptance of this Guaranty. It shall remain in full force until Obligee receives from Guarantor written notice, either delivered in person or sent by certified mail return receipt requested, revoking it as to indebtedness incurred subsequent to such notice. Such written notice of revocation shall not affect any of Guarantor’s obligations hereunder with respect to indebtedness incurred prior to Obligee’s receipt of the notice of revocation.

THE UNDERSIGNED INDIVIDUAL(S) & PERSONAL GUARANTOR(S) WHO IS EITHER A PRINCIPAL OF THE CREDIT APPLICANT OR A SOLE PROPRIETORSHIP OF THE CREDIT APPLICANT, RECOGNIZING THAT HIS OR HER INDIVIDUAL CREDIT HISTORY MAY BE A FACTOR IN THE EVALUATION OF THE CREDIT HISTORY OF THE APPLICANT, HEREBY CONSENTS TO AND AUTHORIZES THE USE OF A CONSUMER CREDIT REPORT ON THE UNDERSIGNED BY THE ABOVE NAMED BUSINESS CREDIT GRANTOR, AND FROM TIME TO TIME AS MAY BE NEEDED, IN THE CREDIT EVALUATION PROCESS.

Signature: X _____ Print: _____ Date: _____
(signature(s) for personal guaranty authorization)

Signature: X _____ Print: _____ Date: _____

(signature(s) authorization by the personal guarantor(s) allowing Harrison House to use guarantor's consumer credit report for credit evaluation)

RESALE CERTIFICATE AND/OR EXEMPTION CERTIFICATE

By signing below, I (We) represent and warrant that any and all purchases from Harrison House, are for the purpose of resale and are exempt from sales and use taxation under the sale for resale exemption of the state(s) of _____ and that I(we) will acquire possession of any and all merchandise purchased in this (these) state(s). I (We) HEREBY CERTIFY: That I (we) hold Limited Sales Tax Permit # _____ issued pursuant to the Limited Sales, Excise and Use Tax Law, and that the tangible personal property described below, or which is shown in the attached order or invoice which is made a part hereof, will be resold, rented or leased by me(us) in the form of tangible personal property; however, if I (we) make any use of the tangible personal property other than retention, demonstration or display while holding it for sale, lease or rental in the regular course of business, the use shall be taxable to me (us) as of the time when the tangible personal property is first so used, and the sales price of the tangible personal property to me (us) shall be deemed the measure of the tax.

Signature: _____ Print: _____ Date: _____

Revised 05/13/2009