



Bookstore New Account Application

Billing Information

Bookstore: _____

Address: _____

City, State, Zip: _____

Billing Contact: _____ Title: _____

Phone: _____ Fax: _____

E-mail: _____

E-mail for Invoices (if different): _____

Saving on postage and paper will help to ensure that we are able to provide the lowest possible textbook prices. To that end, all invoices, statements, and credit memos will be emailed to the above address. If you require that paper copies be mailed to you, please check one of the following boxes:

Send paper copies in addition to emails.

Send paper copies only (no emails).

Resale or Tax-Exempt Number: _____

(Please include resale certificate or proof of tax exemption with this account form – if the relevant certificate or proof is not included, your store may be charged for sales tax.)

Shipping Information (if different from above)

Bookstore: _____

Address: _____

City, State, Zip: _____

Shipping Contact: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Preferred Shipping Method: _____

Pre-paid Shipping Account Number: _____

(Page 1 of 2)





Terms and Conditions

Cancellations and Returns. Cognella is committed to offering the most competitively priced educational materials in the industry. To help us minimize excess inventory so we can continue to provide the lowest possible prices, we ask that you agree to the following terms and conditions:

Order Cancellation

- Once work has begun on your purchase order, no cancellations are allowed. Your bookstore will be responsible for the full amount of the order.

Returns

- For non-specialty orders, bookstores may return up to 20% of the quantity ordered for full credit. Specialty orders—for example those using binders, custom tabs, other custom features, or those that are otherwise custom produced—are not eligible for return. Cognella will alert your bookstore at the time of order when an order is not eligible for return.
- A return authorization number is required before any part of an order may be returned. To obtain a return authorization number, please send an e-mail request to bulk-orders@cognella.com.
- Your bookstore must receive return authorization *and* ship the authorized quantity within 90 days of the original date of shipment by Cognella. Credit will not be issued for any unauthorized return nor will credit be given after the 90 day return period.
- All items returned must be unused and in “saleable” condition.
- All returns must be clearly marked with the return authorization number.
- Returns and accompanying credit memos will be processed by Cognella within 30 days.

Credit Review Authorization. Certain information contained herein is for the purpose of obtaining credit. I certify that this information is true and correct and authorize Cognella to verify this information and to obtain additional information from other sources, including but not limited to trade references and credit reporting agencies, from time to time as may be needed in the credit evaluation process.

Payment Terms. I understand that Cognella’s payment terms are Net 30 days from the date of invoice, 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 fees (including attorney fees) and related costs will be borne by my account.

All payments received from the Applicant may be applied against invoices at the sole discretion of Cognella. Cognella shall further have the right of recoupment of credit memos or refunds within its sole discretion.

Other Terms. In the event any purchase order or similar document contains terms or conditions that are different than or in addition to Cognella’s terms and conditions of sale, such term or condition will not be binding on Cognella unless specifically approved in writing by Cognella.

Cognella reserves the right at all times to modify or terminate credit terms and/or amend its terms of sale.

All other information submitted in support of this new account application is true and correct in all respects, and I agree to notify Cognella of any changes to our account information.

I agree to the Terms and Conditions set forth herein.

I am duly authorized to sign this agreement on behalf of the Bookstore.

Authorized Signature

Printed Name

Title

Bookstore

Date

Please email completed form to bulk-orders@cognella.com or fax to (800) 385-1527.

(Page 2 of 2)

