

S&S CANADA NEW CUSTOMER APPLICATION

Processing your new account application as quickly as possible is very important to us. The following list will help you determine which required forms you are to complete. Avoid delays by submitting all required documentation.

Page #	Form	Explanation
1	Credit Application	Required for all accounts; please note financial statements, trade & bank references are required for credit lines over \$100,000 unless you are a publicly held company.
2	Initial Order	All new accounts are required to submit their first order with their new account application. Orders may not be sent electronically (via EDI) until your account is enabled for electronic ordering.

Email, Mail or Fax application & initial order to:

Simon & Schuster
Attn: New Accounts/Acct. Maintenance
100 Front Street
Riverside, NJ 08075-7500

Email: ssaccountmaintenance@cbs.com
FAX: (856) 824-2287
Telephone: (800) 223-2336

Email, Mail or Fax all future orders to:

Simon & Schuster
Attn: Order Processing Dept.
100 Front Street
Riverside, NJ 08075-7500

FAX: 1-800-943-9831
Email: canadian.orders@simonandschuster.com

Shipping & Billing Documentation

You will find the Product Invoice Number in the upper right corner of your shipping document. This number can be used throughout the order process from the time your shipment is received through your payment remittance.

Your final Invoice will be mailed to your Billing Address or you may elect to have it emailed. If you would like the Invoice emailed please give the specific email address. _____

You may also access the final Invoice through the Customer Portal as noted below.

Once your account is established, may we suggest you register for the Simon & Schuster Customer Portal? The Simon & Schuster Customer Portal is one stop for all order information including your final invoice. You can also access our seasonal Digital Catalogs and featured backlist in the portal. If you have not yet registered, please go to <https://customerportal.simonandschuster.com> to get started.

If you have any questions you can email us at Customerportal@simonandschuster.com or call our Customer Service Department at 1-800-223-2336.



CREDIT APPLICATION FORM
AND SALES AGREEMENT

166 King St East
Suite 300
Toronto ON M5A 1J3
TELEPHONE (800) 268-3216
FAX (888) 849-8151

FULL LEGAL NAME: _____

OTHER TRADE NAMES: _____

BILL TO: (Street) _____ SHIP TO: (Street) _____

(City) _____ (Prov) _____ (P.C) _____ (City) _____ (Prov) _____ (P.C) _____

Tel# _____ Fax# _____ Tel# _____ Fax# _____

Email Address: _____ Email Address: _____

OTHER STORES: WHERE LOCATED _____

CHECK AS APPLICABLE: PROPRIETORSHIP PARTNERSHIP CORPORATION

GIVE FULL NAME OF ALL OWNERS, PARTNERS, OFFICERS, DIRECTORS:

1. _____ 3. _____

2. _____ 4. _____

ACCOUNTS PAYABLE CONTACT: _____

NATURE OF BUSINESS: RETAIL WHOLESALE OTHER (PLEASE EXPLAIN)

PLEASE DESCRIBE BRIEFLY _____

DATE BUSINESS COMMENCED OR INCORPORATED: _____

NAME OF BANK _____ ADDRESS: _____ TEL #: _____

PST EXEMPTION # _____

BANK ACCOUNT # _____ BANK FAX # _____

TRADE REFERENCES:

1. COMPANY _____ TEL #: _____ FAX _____

2. COMPANY _____ TEL #: _____ FAX#: _____

3. COMPANY _____ TEL #: _____ FAX#: _____

DO YOU HAVE AN ACCOUNT WITH ANY WHOLESALE OR JOBBER? COMPANY: _____

FINANCIAL INFORMATION:

- 1. ANNUAL SALES: ACTUAL PREVIOUS YEAR \$ _____ ESTIMATED FOR CURRENT YEAR \$ _____
- 2. ANTICIPATED PURCHASES \$ _____ PER MONTH FROM S&S CANADA
- 3. OCCUPY PREMISES AS OWNER: YES NO LENGTH OF LEASE (YEARS) _____ SIZE (SQ.FT) _____

TERMS OF SALE:

- 1. Net 30 Days.
- 2. Interest at 1 1/2% per month charged on past due accounts.
- 3. Minimum order for discount – Simon & Schuster \$75.00 at net/ Andrews McMeel \$100.00 at net (Product cannot be combined to meet minimum order requirements).
- 4. Freight – prepaid F.O.B Canada for Simon & Schuster product/ F.O.B. GTA for Andrews McMeel product.
- 5. Claims for shortages and damages must be made within 10 days of receipt of shipment.

CONDITIONS OF CREDIT

The Applicant agrees:

- (a) to pay to Simon & Schuster Canada the amount of all sales in respect of which credit has been granted and any interest accrued thereon within thirty days from date of invoice.
- (b) that interest on the indebtedness, in excess of normal credit terms, will be accrued, calculated and payable on the unpaid portion of indebtedness, in excess of normal credit terms, at the rate of 1 1/2% per month (18% per annum).
- (c) that SIMON & SCHUSTER CANADA or the Publishers which it represents retains the right to change its Discount Policy or Terms of Sale, at any time within reasonable limits.
- (d) to abide by any changes in the Discount Policy or Terms of Sale in accordance with (c) above.

TERMS AND CONDITIONS

I (we), the undersigned, hereby certify the above information to be true and if this application is accepted resulting in the granting of credit I (we) agree to abide by the relevant terms ABOVE, which we have read and understood.

Further to the above paragraph, the undersigned consents to provide such information as SIMON & SCHUSTER CANADA may require at any time in connections with the credit hereby applied for or any renewal or extension thereof and to the disclosure of any information concerning the undersigned to any credit reporting agency or to any person with whom the undersigned has or proposes to have financial relations.

_____ 20 _____

DATE	APPLICANT'S SIGNATURE	TITLE
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FOR OFFICE USE ONLY:

ACCOUNT # _____

S & S REP # _____ NAME: _____

ANDREWS MCMEEL REP # _____ NAME: _____

ACCOUNT TYPE _____ DISCOUNT: _____

SALES AUTHORIZATION _____ DATE _____ SUGGESTED CREDIT LIMIT: _____

CREDIT AUTHORIZATION _____ DATE _____ FINAL CREDIT LIMIT: _____