

Greetings from Crossway!

Thank you for your interest in Crossway. We appreciate the possibility of serving you.

The items enclosed will give you the information needed to get an account established. For your first order we would like to offer you an additional 5% discount.

Please feel free to contact us if you need additional information or have questions regarding discounts and promotional offers.

We welcome the opportunity to partner with you to make a difference in people's lives for Christ.

Thanks sincerely,



Dan Bush  
Executive Vice President of Sales



1300 Crescent Street, Wheaton, Illinois 60187
t 630.682.4300, f 630.682.4785
crossway.org

GENERAL INFORMATION

Name of Business Date Business Established
Street Address and P.O. Box
City / State / ZIP
Business Phone Manager/Buyer
Fax Email Address

Ownership Information

Name of Owner
Address
City / State / ZIP
Telephone Number

Type of Ownership

- checkboxes for Sole Proprietorship SSN, Partnership, Institution (college), Corporation Sub-S, Corporation (not-for-profit) FEI, Corporation (for-profit), Church-Owned

Length of Present Owner/Management
Retail Experience of Present Owner/Management

BUSINESS INFORMATION

Type of Business checkboxes for Retail, Mail Order, College, Internet, Other

Percentage of Business done by

Retail % Mail Order % Internet % Other %

Sales Tax Number (Please provide copy of Tax ID certificate of Resale)

Store Hours Store Size sq. ft

Location of Store checkboxes for Business District, Covered Mall, Shopping Center, Other

Monthly Payment Own Rent

Financial Information

Cash on Hand \$ Dates in the month when checks are cut

If New, Financing of Business

- checkboxes for Bank Loan, Secured \$, Unsecured \$, Personal Investment \$, Outside Investors \$, Other \$ (Please specify)

Annual Sales Information

Previous Year's Gross Sales: \$ Projected Gross Sales for Current Year \$



1300 Crescent Street, Wheaton, Illinois 60187
t 630.682.4300, f 630.682.4785
crossway.org

REFERENCES

Bank Name \_\_\_\_\_ Account Number \_\_\_\_\_
Address \_\_\_\_\_
City / State / ZIP \_\_\_\_\_
Phone \_\_\_\_\_

Table with 4 columns: Trade References (List 3), (1), (2), (3). Rows include Name, Address, City/State/ZIP, and Account #.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

TERMS & CONDITIONS

By signing below, I agree to abide by the credit terms as follows. Credit on purchases will be extended on a 30-day basis from the date of invoice. On invoices that are more than 35 days old, a service charge of 1.5% per month will be charged. Any new orders will not be released to my account with an outstanding balance that is more than 60 days old until payment, including service charge, is received.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

BANK INFORMATION RELEASE

By signing below, I authorize my bank to release all credit-related information to Crossway for their use in establishing an account.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Please send the two completed pages of this credit application, along with a copy of your sales tax ID certificate of resale to:

Crossway
ATTN: Credit Department
1300 Crescent Street
Wheaton, IL 60187

If you have any questions, please email sales@crossway.org or call 1 (800) 323-3890.



1300 Crescent Street, Wheaton, Illinois 60187

*t* 630.682.4300, *f* 630.682.4785

[crossway.org](http://crossway.org)

## NEW ACCOUNT TERMS

New customers are required to fill out a Crossway Credit Application and choose one of our prepay options in order to establish a credit account. The options are:

- Submit a check with the order.
- Have the invoice charged to a Visa or MasterCard.
- Prepay with a check post-dated approximately 30 days after the order is to be shipped.
- Have a Visa or MasterCard backup that would be charged only if the invoice is not paid within the net 30-day term.

**1. Discounts**

Crossway extends the following discounts to established trade customers:

- 60% off 10+ assorted Crossway books and ESV Bibles.
- 50% off 10+ assorted tract packs.
- Escalating discounts based on higher quantities of books.
- Promotional specials offered on a seasonal basis

These discounts are based on single orders, shipped and invoiced to a single location. For complete details on higher-quantity discounts and seasonal offers, please contact us at [sales@crossway.org](mailto:sales@crossway.org) or 1 (800) 323-3890.

**2. Credit Terms**

Credit on purchases will be extended on a 30-day basis from date of invoice to established customers. New customers may establish credit on their first order by providing three credit references and by prepaying by check or credit card. On invoices that are more than 35 days old, a Service Charge of 1.5% per month will be charged. Any new orders will not be released to an account with an outstanding balance that is more than 60 days old until payment, including service charge, is received.

**3. Minimum Order**

The minimum order for books is \$10.00 net.

**4. Cash Orders**

On all cash orders please include 6% of net order (minimum \$1.50) for shipping and handling.

**5. Shipping Terms**

All shipments are made F.O.B. Carol Stream, Illinois. Drop shipments are available upon application.

**6. Sales Terms**

Discounts apply to prices published in the current price lists, are subject to changes, and cannot be extended in addition to special offers or discounted prices of sales merchandise.

**7. Consignment**

Merchandise cannot be purchased on a consignment basis.

**8. No-Hassle Returns**

Any book published by Crossway may be returned for credit toward future purchases after 90 days from the invoice date. All we ask is that you verify that the book is still in print by checking our current order form and that you return the product in good, saleable condition—undamaged and free of price stickers and residue. Unsaleable items will be returned to you and shipping costs will be charged to your account.

Returns accompanied by an invoice will be credited at full net price. Returns without an invoice will be credited at a 65% discount.

*Overstocked Items*

For your returns to be handled in a timely manner, please note the following:

- all returns must be prepaid (CODs not accepted)
- include customer number and billing address with return
- package returns carefully to avoid damage in shipment
- do not return books that are not in saleable condition or out of print
- return only items published by Crossway

*Damaged Merchandise*

Damaged/defective goods may be returned immediately for full credit. Simply notify us within 30 days of receipt of merchandise, indicating the nature of the damage and the quantity. We will credit your account or ship replacement product.

*Return Address*

Send all returns to:

Returns Department  
Crossway  
336 W. Army Trail Road  
Carol Stream, IL 60188

**9. International Orders**

Free shipping specials cannot be extended to international customers. Orders are always shipped at the least expense unless otherwise requested.



1300 Crescent Street, Wheaton, Illinois 60187  
t 630.682.4300, f 630.682.4785  
[crossway.org](http://crossway.org)

If your business has been open for 3 years or less, please complete the following so we may obtain a credit report for you.

In compliance with the fair credit reporting act, this is to inform you that you are authorizing Crossway to obtain a consumer and/or business profile credit report. You have the right to dispute the information on this report and request additional disclosures provided under section 606§1681d(b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to section 609(c). You may do this contacting the provider of the information. Please call [onecreditsource.com](http://onecreditsource.com), LLC at 1 (800) 955-1356 and you will be directed to the proper credit reporting agency or assisted in your inquiry. Crossway is not allowed to give you a copy of your credit report. You also release from liability any persons involved in the credit investigation.

I/We authorize OneCreditSource.com, LLC and its suppliers to obtain any and all information related to credit information and credit worthiness related to obtaining credit.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*The additional signature line is for principal person authorization for personal credit investigation, if different from first authorization signature.*