



Greetings,

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. 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 share Gospel-centered resources with friends and partners around the world.

With many thanks,

A handwritten signature in black ink that reads "Steph Kopalchick". The signature is fluid and cursive.

Stephen Kopalchick

Vice President of International Sales and Global Ministry



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

**CONFIDENTIAL INTERNATIONAL
 TRADE CREDIT APPLICATION**

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

- 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 Retail Mail Order College Internet Other _____

Percentage of Business done by

Retail _____% Mail Order _____% Internet _____% Other _____%

Store Hours _____ **Store Size** _____ sq. ft

Location of Store 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

- 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: \$ _____



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**CONFIDENTIAL INTERNATIONAL
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 (CONTINUED)

REFERENCES

Bank Name _____ Account Number _____
 Address _____
 City / State / ZIP _____
 Phone _____

Trade References (List 3)	(1)	(2)	(3)
Name	_____	_____	_____
Address	_____	_____	_____
City/State/ZIP	_____	_____	_____
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 120-day basis from the date of invoice. Any new orders will not be released to my account with an outstanding balance that is more than 60 days old until payment 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.



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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.
- Submit a payment via wire transfer.

1. Discounts

Crossway extends the following discounts to established trade customers:

- Minimum 40% off of book orders of \$10 net or more
- 48% discount and free freight on 10 or more books
- Escalating discounts based on higher quantities of books
- Promotional specials offered on a seasonal basis
- 45% minimum discount on tracts and calendar cards, neither of which can be returned once purchased

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 or (800) 323-3890.

2. Credit terms

Credit on purchases will be extended to established customers on a 30-day basis from date of invoice. New customers may establish credit on their first order by providing 3 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 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 for 90 days after 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 55% 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
- Only return 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.