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,

Stephen Kopalchick

Vice President of International Sales and Global Ministry
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______________________ ☐ Corporation Sub-S____________________
☐ Partnership ✔ ☐ Corporation (not-for-profit) FEI____________________
☐ Institution (college) ☐ 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: $______________
REFERENCES

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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.

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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.

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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.
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.