

Shipping Instructions

Account Name

BACK ORDER Terms - choose one of the following options

- All backorders permitted (includes Not Yet Published and Backlist titles) (Y)
- Back order Not Yet Published titles only (P)
- No backorders permitted (N)

Number of days to backorder – choose one of the following options for each category

- | | | | | |
|--------------------------|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| Not Yet Published | <input type="checkbox"/> 365 days | <input type="checkbox"/> 180 days | <input type="checkbox"/> 60 days | <input type="checkbox"/> 30 days |
| All backorders | <input type="checkbox"/> 365 days | <input type="checkbox"/> 180 days | <input type="checkbox"/> 60 days | <input type="checkbox"/> 30 days |

Order Consolidation

Unless otherwise instructed, your account will NOT be set up to consolidate shipments. Consolidation is available by weight and number of days. If you wish to have your shipments consolidated, please select one of the following:

- 5lbs or 30 days 10lbs or 30 days **OR** lbs or days
Orders will wait for consolidation until one of the criterion (pounds or days) is met

Freight Methods

Canada – Orders shipping to Canada, CANPAR Prepaid is the only option available

US - Under 200lbs **OR** Under lbs

- UPS Ground Commercial Prepaid
- UPS Ground Commercial **COLLECT** / **COLLECT Account #**

Fedex Ground Commercial Prepaid – NOT AVAILABLE

- Fedex Ground Commercial **COLLECT** / **COLLECT Account #**

US - Over 200lbs **OR** Over lbs

- UPS 100 weight Ground Commercial
- Truck Prepaid
- Truck 3rd Party Billing / Account # Carrier Name
- Truck Collect / Account # Carrier Name
- Other / Please Specify

Any Special Instructions? If you use a freight forwarder, please list the name and address of freight forwarder in the box below.