



**Penguin Random House Credit Card Payment Form**

Random House now accepts Visa, Master Card, Discover, and American Express for both new and established accounts.

**ALL INFORMATION ON GRID BELOW IS REQUIRED:**

Name as it appears on card	
Address 1	
Address 2	
City	
State, Zip	
Credit Card Type	
CC Number	
Expiration Date	
Contact Phone Number	
Contact Email Address	
Existing Random House Account #	
Rep Basket Account # (see below)	

Bill-to address on the credit card must match the bill-to address on the order.

[If customer has existing account and wants to use credit card they can do so](#): please fill in account number. If the customer is new, you must use the rep’s basket account number below. Shipping minimums apply.

**TAX INFO:**

- ❖ All orders will be assessed sales tax based on the ship to address on the order unless they have a tax resale form on file with Random House.
- ❖ If order is tax exempt appropriate proof of exemption (Letter of Intent & State Resale form) must accompany the order.
- ❖ [Repeat](#) orders for non-established customers [will have to submit proof of exemption for each purchase](#).
- ❖ If order is submitted without the appropriate documentation the order will subject to sales tax.
- ❖ If appropriate documentation is submitted at a later date a credit will be issued for the sales tax.
  - Documents can be faxed to 1-800-659-2436.

Note: Until this process is automated we are unable to send email confirmations to the customers reflecting status of order.

Rep Groups and their basket account numbers are as follows:

Stephen Young	400058	Anne McGilvray & Co.	400069
Sandra Bieber	400070	Harper Group	400042
Rick Goss	400072	24-7 Sales	400046
Road Runners SE	400064	AMCI PNW	400047
Winters Group	400066	Ideas Inc.	400045
Team Sales	400067		