



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	400001
ALAN GREEN	400002
ANNE MCGILVRAY	400003
DARRAH & COMPANY	400004

MAIN STREET REPS	400005
FIELDSTONE MARKETING	400006
TED WEINSTEIN	400007
IDEAS INC.	330001