



Thank you for your interest in opening an account with Penguin Random House.

Whether you're a gift shop, museum store, or specialty distributor, we're proud to be your source for the best children's books, cookbooks, gift books, and more! Penguin Random House is home to more than 275 adult and children's publishing imprints and distributes more than fifty [independent publishers](#).

In addition to our extensive catalog, we're committed to offering you the shortest delivery time in the book publishing industry, and the support of our dedicated sales and customer service teams.

To open an account, please complete the enclosed New Account Application form and email it, along with your tax document, to newaccount@penguinrandomhouse.com or fax it to 1-866-924-1396. **We offer prompt delivery of electronic invoices and statements via email; make sure to opt for this service when filling out your application.**

To help create your initial order, check out our dedicated Specialty Retail website:

Penguin Random House Specialty Retail

Our website for gift shops, museum stores, and specialty distributors.

 *Online ordering available*

prhretail.com

After completing registration, you will be asked to sign up for a Penguin Random House Self-Service account. The Self-Service portal offers 24/7 access to order books, track shipments, review invoices, and place claims. Learn more at selfservice.penguinrandomhouse.biz.

If you have any questions, please contact us at our toll-free number 1-866-761-6685 or via email at newaccount@penguinrandomhouse.com

We are looking forward to working with you!

Best regards,
Penguin Random House LLC

NEWSPECIAL MARKETSAccount APPLICATION

Billing Address

Shipping Address

LEGAL BUSINESS NAME:	BUSINESS NAME:
D.B.A.:	
STREET:	STREET:
CITY:	CITY:
STATE: ZIP: COUNTRY:	STATE: ZIP: COUNTRY:
PHONE:	PHONE:
EMAIL:	EMAIL:

SECTION ONE

Are you intending to ship residentially? YES NO If **yes**, why? _____

Invoices and statements will be emailed to the below address unless you select "no" from the drop-down selection.

INVOICES - Email: _____ STATEMENTS - Email: _____

SECTION TWO (complete one below)

Federal Employee Identification Number (FEIN can be found on Federal Tax Documents): _____

Sole Proprietorship (list only last 4 digits of SSN#): _____

SECTION THREE

Type of Business (select one)

Bookstore

Online Only: YES NO

Specialty (Gift/Boutique)

Third Party Seller (ex. Amazon): YES NO

Website _____

Other _____

Subscription Box: YES NO

SECTION FOUR

Date (year) Business Established: _____ State of Incorporation: _____ Length of Present Ownership: _____

ANY PRIOR OR ASSOCIATED ACCOUNTS WITH PENGUIN and/or RANDOM HOUSE? Yes _____ No _____

If YES, under what name/ account #? _____

NAME and ADDRESS OF OWNERS, PRINCIPALS and/or OFFICERS: _____

PAYMENT TERMS SECTION

AP PHONE: _____

ACCOUNTS PAYABLE CONTACT PERSON: _____ AP EMAIL: _____

Would you like to prepay or are you applying for credit terms? **PREPAY** (skip to next page): _____ **TERMS** (complete all below): _____

BANK _____ ADDRESS _____

OFFICER _____ PHONE _____ EMAIL _____

TRADE CREDIT REFERENCES: (Need 3 references *other than Penguin Random House* when applying for terms)

NAME	ACCOUNT #	PHONE #	EMAIL

IF YOUR BUSINESS IS LESS THAN A YEAR OLD, OR IF YOU EXPECT CREDIT IN EXCESS OF \$10,000 FINANCIAL STATEMENTS ARE REQUIRED. PLEASE FORWARD DOCUMENTS ALONG WITH THIS APPLICATION.

(END OF TERMS SECTION)

Legal Business Name: *(Must match page 1):* _____

Discount Structure

DISCOUNT: (SELECT ONLY ONE OPTION)

____ NON-RETURNABLE (50% off retail value)

____ RETURNABLE (46% off Hardcover and Trade Paperback; 44% off mass market; 50 % off audio)

SIGNATURE SECTION _____

- You agree to be bound by all of Penguin Random House LLC's published Terms of Sale (the "Terms of Sale") posted on <http://www.penguinrandomhouse.biz/booksellers/termsofsale> ("the Website"). From time to time, Penguin Random House LLC may, in its sole discretion, change, update, amend or modify the Terms of Sale by posting them on the Website at any time and without notice to you ("the Modifications"). Your signature below constitutes your acceptance of such Modifications as set forth on the Website. You further agree that by completing this credit application, you are affirming financial responsibility, ability and willingness to pay invoices according to their terms and the Terms of Sale. In the event of non-payment, you are responsible for all late fees, finance charges, collection fees and/or legal fees incurred.
- You understand you are required to report any change of name or ownership of business.
- Applicant certifies that all information contained herein is true and correct. Applicant grants permission to Penguin Random House LLC to obtain independent credit reports or credit reports and other information from its references and bank, and authorizes the credit references to release information to Penguin Random House LLC that may be used to determine credit worthiness.

SIGNATURE *(We are unable to accept without a signature)*

DATE

Please type or sign your first and last name to verify that the information you have provided is accurate and that you consent to the terms outlined in this application. Note that typing your name is considered the equivalent of a signature. By signing this application, you are attesting that you have the authority to do so on behalf of the applicant.

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USACCOUNTS(only)

The federal equal credit opportunity act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the consumer credit protection act. The federal agency that administers compliance with this law concerning this creditor is federal trade commission, equal credit opportunity; Washington, DC 20580.

If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact the penguin random house credit manager by calling 1-800-726-0600 or by sending correspondence to 400 Hahn road, Westminster, MD 21157 within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.

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Please send New Account application and applicable tax doc to newaccount@penguinrandomhouse.com or fax to 1-866-924-1396.



November 2021

Dear Valued Customer

As our communications have evolved to be more digital in nature, we are asking all customers to be particularly mindful when a change is communicated to you from Penguin Random House.

Going forward, it is important to note that we will never communicate banking or wire information in an email. If you receive an email asking you to wire us money to an address you are not familiar with, or to make a change to an address you have been actively using, please contact your Credit Representative by telephone right away. PRH does not change their banking information under normal circumstances and any change would be communicated to you well in advance of the actual change taking place. PRH is taking a proactive approach to alleviate any fraudulent activity with this policy to safeguard both of our businesses.

Please note that customers are responsible for ensuring the security of their own computer systems. If you have any questions, please contact your Credit Representative at **1-800-726-0600**.

Sincerely,

A handwritten signature in black ink, reading "William C. Sinnott".

William C. Sinnott
SVP, Payroll, Credit & Disbursements