

# HOW TO APPLY FOR A GPS ACCOUNT

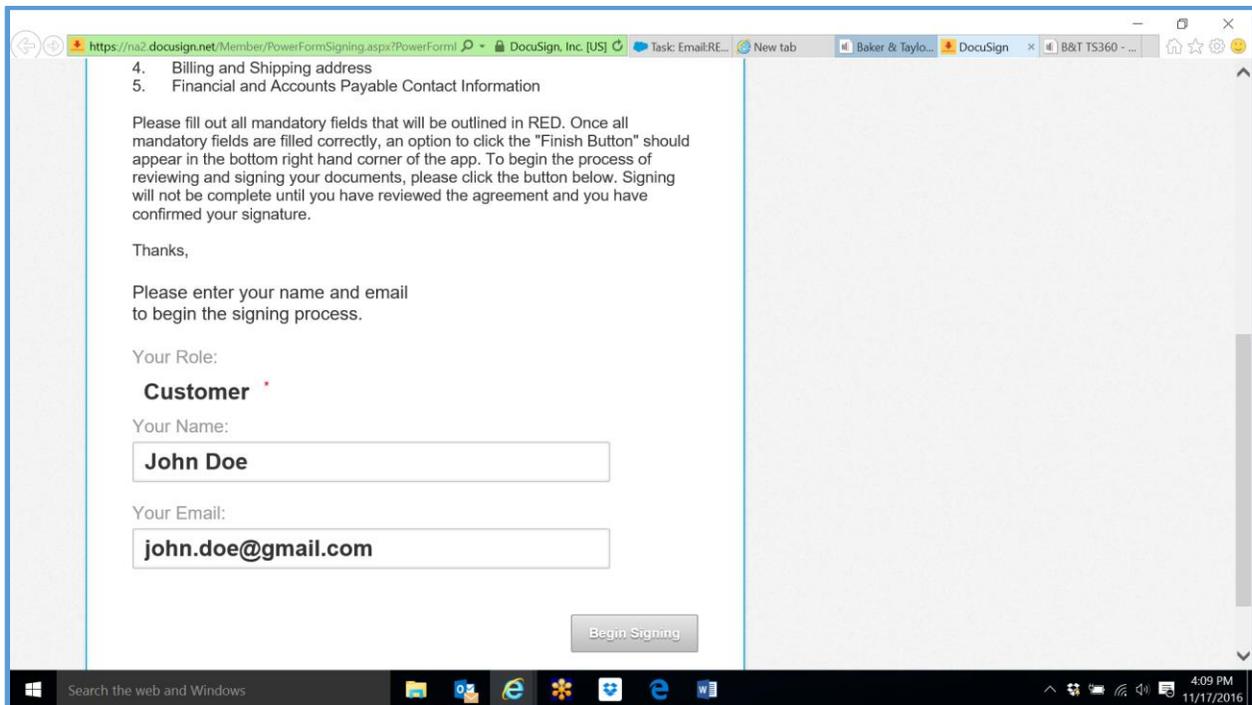
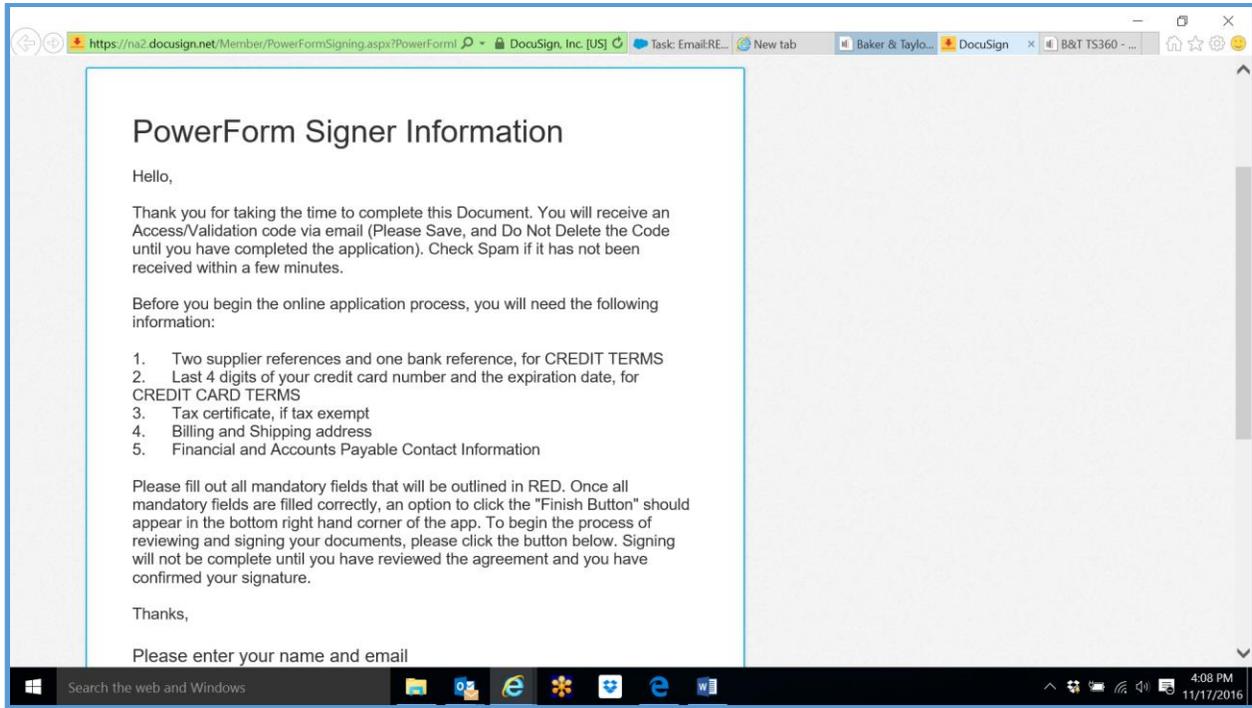
## Step 1 – Select

- ✓ Retail
- ✓ Retail Non US

The screenshot shows a web browser window with the URL <http://www.btol.com/newaccount.cfm>. The browser's address bar and tabs are visible at the top. The website's navigation menu includes links for OVERVIEW, AXIS 360, IN THE NEWS, TRADE SHOWS, TS 360, WEBINARS, WHAT'S HOT, and CAREERS. The main content area is titled "New Account and Confidential Credit Application". Below the title, a welcome message states: "Welcome. In order to serve our customers Better, Smarter, and Faster this Confidential On-Line Credit Application ("Application") is made to Baker & Taylor, Inc., its subsidiaries, affiliates, successors and assigns ("Baker & Taylor" or "Seller") for the purpose of inducing Baker & Taylor to extend credit accommodations to the Applicant. Please update the following information. \*indicates required field". Two dropdown menus are present: the first is labeled "Retail (product is resold)" and the second is labeled "Retail Non US (business located outside US)". Both dropdown menus have a red asterisk and a green question mark icon next to them. Below the dropdown menus is a button labeled "Proceed to the Application Form »". The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons. The system tray on the right indicates the time is 4:00 PM on 11/17/2016.

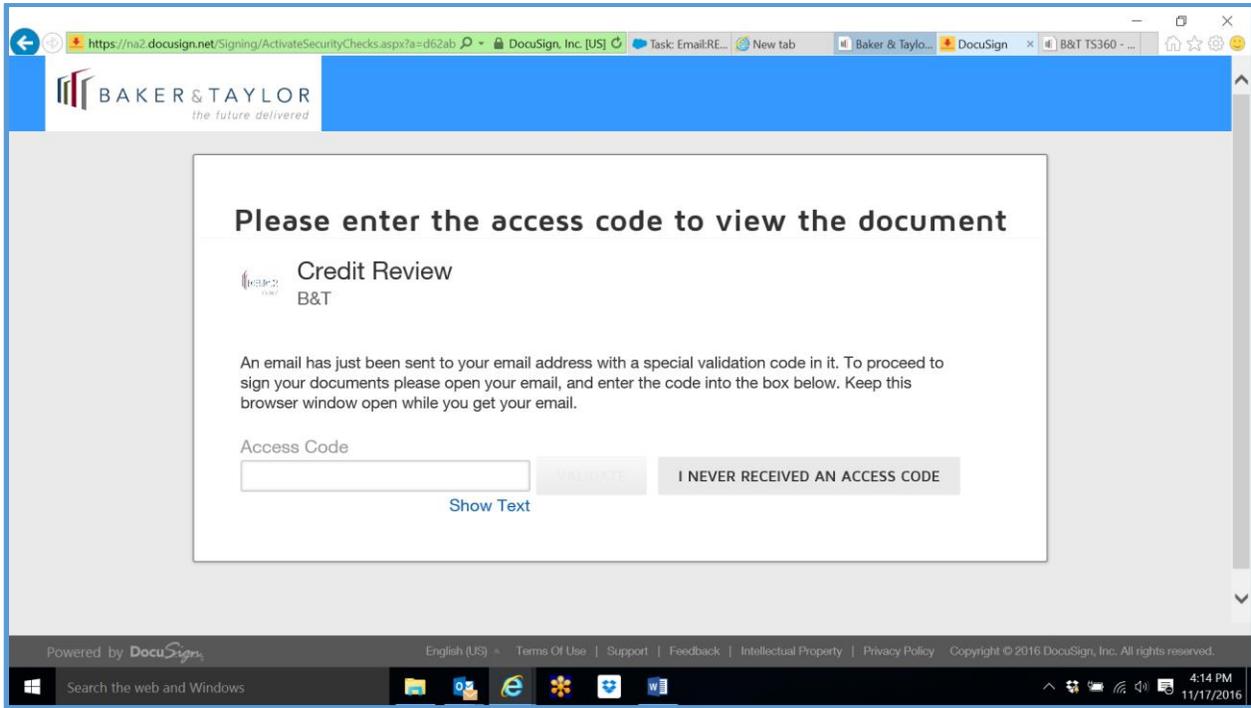
## Step 2

✓ Complete the signature page with name and email address

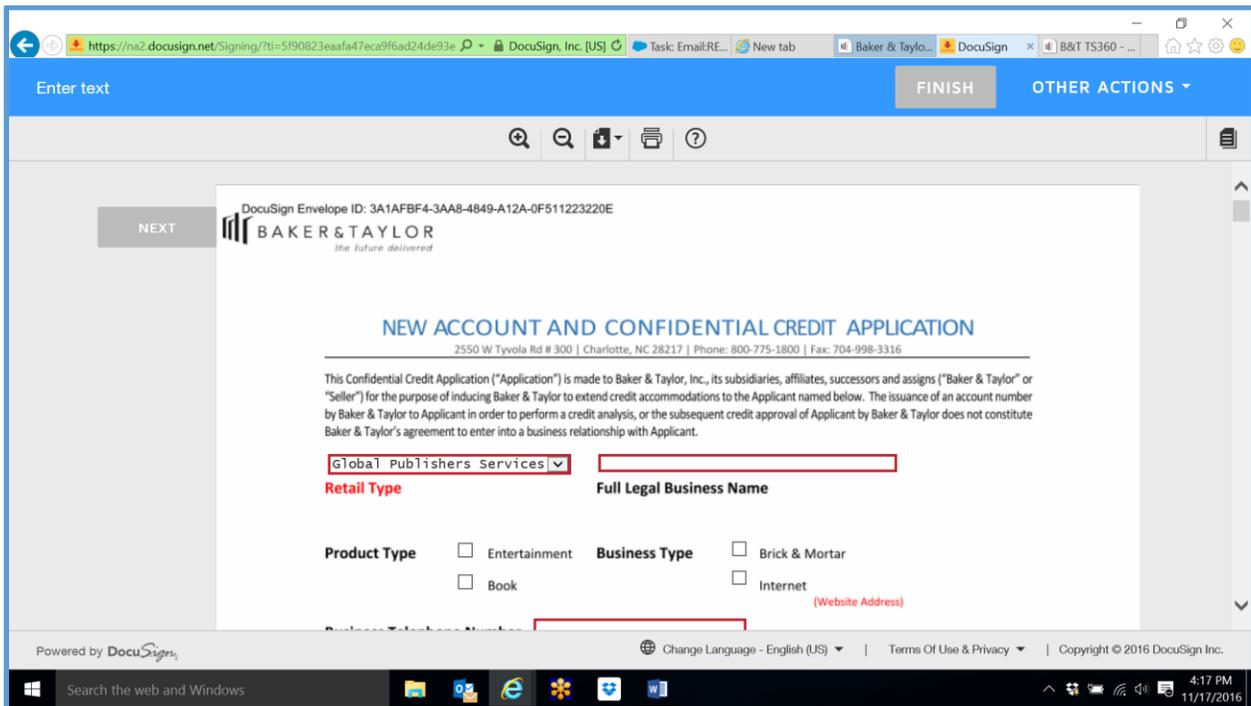


### Step 3

✓ Enter the access code you receive via email



### Step 4 – Select Global Publishers Services



**PROCEED WITH THE APPLICATION PROCESS – EACH BOX IN RED MUST BE COMPLETED BEFORE MOVING ON TO THE NEXT SECTION**

Enter text FINISH OTHER ACTIONS ▾

Terms  Net Terms  Credit Card (pay at the time of shipment)

Organization Type  Sole Proprietorship  Partnership  Corporation  Subchapter  S Corporation  LLC  Non-Profit

Owner Name

**Billing Address**

Account Name  Street or PO Box

City  State/Province

Zip or Postal Code  Email Address

Country  Other

My billing is the same as my shipping Address  My billing is NOT the same as my shipping Address

**Shipping Address**

Account Name  Street or PO Box

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**CONTACT INFORMATION:**

Financial Contact Name: \*  Email:  Phone: \*

Primary Contact Name: \*  Email:  Phone: \*

Account Payable Contact: \*  Email:  Phone: \*

Project Business Sales per Calendar Quarter:

USD 1<sup>st</sup> \$:  USD 2<sup>nd</sup> \$:  USD 3<sup>rd</sup> \$:  USD 4<sup>th</sup> \$:

Or Annual Sales \$:

Line of Credit Requested \$: \*  Attach Financials Here:  
(Line of Credit Request \$50k or greater require the last two fiscal-year end accountant prepared financial statements.)

**Applicant's Bank References: (Enter at least one)**

Business: (Name on Account)	(Address)	(Loan Officer)
<input type="text"/>	<input type="text"/>	<input type="text"/>
(Account Number)	(Telephone No)	(Fax)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Enter text FINISH OTHER ACTIONS ▾

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NEXT

(Account Number)	(Telephone No)	(Fax)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other: (Name on Account)	(Address)	(Loan Officer)
<input type="text"/>	<input type="text"/>	<input type="text"/>
(Account Number)	(Telephone No)	(Fax)

**SUPPLIER REFERENCES:**  
*(References not required for credit card)*

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**Supplier #1**

Name: *	Phone: *
Account Number: *	Fax:
Address: *	Email: *

**Supplier #2**

Name: *	Phone: *
Account Number: *	Fax:
Address: *	Email: *

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NEXT

**INVOICE INFORMATION:**

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Email address for sending invoice copies: \*

BackOrder Period to be observed: \*

<input type="radio"/> 60 Days	<input type="radio"/> 90 Days
<input type="radio"/> 180 Days	<input type="radio"/> No Backorders

Invoice Report Preference: \*

<input type="radio"/> Group PO on one invoice by PO #	<input checked="" type="radio"/> Separate invoice by PO
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Invoice Sequence Preference: \*

<input type="radio"/> Author	<input type="radio"/> Title
<input type="radio"/> Item #	<input type="radio"/> Publisher
<input type="radio"/> PO #	

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**SHIPPING INFORMATION**

B&T Airfreight Consolidation       Freight Forwarder (Please Provide Address)

B&T Ocean Consolidation      Company

Other      Address Line 1

Address Line 2

City

State/Province

Zip/Postal

Country

Contact Name

Telephone #

Please enter Tax Registration # if you are using a Freight Forwarder

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11. Returned Merchandise: Any returns will be subject to Baker & Taylor's then standard return policies, which may be amended from time to time.

Applicant hereby certifies that the information furnished under this Application and any other financial statements furnished in connection herewith, are true and correct and that this information is being furnished to Baker & Taylor for the purpose of inducing Baker & Taylor to extend credit to Applicant, and understands that Baker & Taylor intends to rely upon such information. Applicant agrees to be bound by the terms and conditions contained in this Application and all invoices and other documents furnished by Baker & Taylor from time to time, all of which are incorporated herein by reference. Applicant understands that Baker & Taylor will retain this Application whether or not it is approved. Applicant hereby authorizes Baker & Taylor to check Applicant's credit history and trade and bank references for customary credit information, to confirm the information contained on this Application and to release information to other creditors regarding Applicant's credit experience with Baker & Taylor.

Signer's Name: \*    
 First Name      Last Name

Title: \*

Email Address: \* shanta.inshiqaq@gmail.com

Phone Number: \*

I have read and accept the Terms & Conditions

Sign

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## **IF YOU WANT A CREDIT CARD ON FILE THIS PAGE MUST BE COMPLETED**

Select one radio button

FINISH OTHER ACTIONS ▾

BAKER & TAYLOR  
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BAKER & TAYLOR CREDIT CARD AGREEMENT

2550 W Tyvola Rd # 300 | Charlotte, NC 28217 | Phone: 800-775-1800 | Fax: 704-998-3316

In order to remit payment by credit card, please read this application carefully, fill in all information requested, and indicate your acceptance of the terms and conditions of this application by signing below. As used herein, the term "you" means the undersigned customer.

**Terms & Conditions:**

- The following credit cards are currently accepted: Visa, Master Card, American Express, and Discover.
- It will be your responsibility to keep valid credit card information on file via Baker & Taylor's secure credit card processor (this information will be supplied once your terms are accepted).
- Any declines on your credit card may lead to your account being placed on hold pending review of card status and resolution. You are fully responsible for any and all unpaid balances on your account.
- Payments made by credit card do not qualify for any prompt pay discounts.
- Payments made outside of prearranged credit card terms may be subject to a 2.5% convenience fee, which will be added to the amount charged on your credit card.

**Customer Information:**

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Search the web and Windows

4:23 PM  
11/17/2016

- ✓ **ONCE THE APPLICATION IS COMPLETED YOU WILL SUBMIT AND RECEIVE AN EMAIL CONFIRMATION.**
- ✓ **CUSTOMER SERVICE WILL NOTIFY ME AND REQUEST ACCOUNT TERMS AND DISCOUNT.**
- ✓ **THE CREDIT DEPARTMENT WILL REVIEW AND ASSIGN A CREDIT LIMIT BASED ON OUR RECOMMENDATION AND REFERENCES.**
- ✓ **AFTER SET UP AND APPROVAL A GPS ACCOUNT NUMBER WILL BE ASSIGNED.**