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**WALDENBOOKS MERCHANDISING DEPARTMENT**

**VENDOR REGISTRATION FORM**

**Instructions:** Please complete this Form by typing or printing your responses to all questions.  
**VENDOR:** Please complete Form, sign, and return to store manager.  
**STORE MANAGER:** Please check Form to see that it is completely filled out and that you have answered #29, 30 & 31. Store Manager should return Form to Walden home office Merchandising Dept. for review and approval.

**ADDRESS INFORMATION:**

1. Vendor Business Name Rocky Mountain URANTIA Society of Denver

2. 1622 - 18th Street  
CENTRAL OFFICE ADDRESS  
Boulder Co 80302  
CITY STATE ZIP CODE

3. 1622 - 18th Street  
ADDRESS FOR REMITTANCES  
Boulder Co 80302  
CITY STATE ZIP CODE

4. 1622 - 18th Street  
ADDRESS FOR ORDERS  
Boulder Co 80302  
CITY STATE ZIP CODE

5. 1622 - 18th Street  
ADDRESS FOR RETURNS  
Boulder Co 80302  
CITY STATE ZIP CODE

6. Credit Manager John Hay Tel. 303-443-8154

7. Order Dept. Mgr. Carl Pickering Tel. 303-443-8154

8. Acct. Pay. Mgr. John Hay Tel. 303-443-8154

9. Advert. Dept. Mgr. Not applicable Tel. \_\_\_\_\_

10. Sales Manager John Hay Tel. 303-443-8154

**BUSINESS INFORMATION:**

11. Are you Incorporated  Yes  No 12. State of Incorporation Colorado 13. Fed. Tax. I.D. # 74-2156441

14. Business Type - Check one  Wholesaler  Publisher  Manufacturer  
 Other (Specify) Non-profit organization specializing in distributing URANTIA Book

15. Merchandise Carried - Check all applicable categories:  
 Hardcover Books  Trade Paperbacks  Mass Market Paperbacks  Children's Books  
 Promotional Books  Magazines  Nonbook Merchandise (Book Marks, Calendars, Posters, Tapes, etc.)

16. Do you have a publisher cooperative advertising program?  Yes  No.

17. If yes, please attach a statement of your cooperative advertising policy.

18. Vendor Cash Terms: 60 days from date of invoice (Include cash discount if applicable)

19. Name of your Bank Boulder National Bank

20. Box 189  
Address of Your Bank  
Boulder Co 80302  
City State Zip Code

21. Frank Lewis  
Name of your Banker

22. 303-444-1234  
Telephone Number of your Banker

**TERMS OF BUSINESS: PLEASE ATTACH COPIES OF:**

- A. Your discount schedule, including any minimums per order or per store or any minimums for free freight.
- B. Your most recent catalogue or a list of your products with prices and ISBN's marked.
- C. A comprehensive Dun and Bradstreet report of your business, completed within the past 30 days.

**WALDENBOOKS TERMS**

1. Vendors must send all original invoices to the attention of: Accounts Payable Processing Department  
Waldenbooks  
201 High Ridge Road  
Stamford, CT. 06904

2. Each invoice must contain:  
 (A) Waldenbooks complete purchase order number (B) Vendor's invoice number  
 (C) "Ship To" address and store number (D) Trade Discount (E) Retail dollar amount

3. Unless freight is paid by vendor, all shipments are to be made US Mail "Special Fourth Class Book Rate" or common carrier motor freight, whichever is least expensive. Only the actual freight cost may be added to the invoice. Waldenbooks will not pay invoicing, handling, or packing charges.

4. Payment will not be made from original invoices misdirected to stores.

5. Each shipment must be invoiced separately.

6. Waldenbooks reserves the right to return any merchandise for a full cash refund.

7. Return freight will be paid by Waldenbooks.

8. We cannot request a return authorization for every return due to the large number of our stores. We are unable to provide invoice information when making returns. Vendor agrees to pay all reasonable collection costs if cash is not remitted to Walden within 90 days.

9. Any return unsuitable for credit must be returned to our store originating the return.

10. Returns will be deducted from our remittances for current billings. Any adjustment for return discrepancies will take place upon receipt of your credit memo.

23. Signature of Vendor's authorized employee: [Signature]

24. Name (Please Print, John Hay 25. Title Credit Manager

26. 1636 - 18th Street  
Address  
Boulder Co 80302  
City State Zip Code

27. Telephone No. 303-442-5639

28. Date Signed: June 3, 1982

**FOR WALDENBOOKS USE ONLY**

29. Name of Waldenbook Employee \_\_\_\_\_ Date \_\_\_\_\_

# Waldenbooks

201 High Ridge Road • Stamford, Connecticut 06904 • (203)356-7500

## NOTES ON COMPLETING THE VENDOR REGISTRATION FORM

We appreciate your interest in Waldenbooks.

Since our buyers must be very selective in their purchases we cannot guarantee that we will purchase your merchandise. However, we will consider it carefully after you have completed this form.

The following explanations should assist you in answering some of the questions.

### Question #13: Federal Tax ID #

All corporations, proprietorships & partnerships must file federal income tax returns. Your return might have a special number assigned to it by the I.R.S. (if you are a corporation or partnership or have more than 10 employees) or you may be using your social security number (if you are a sole proprietor who is unincorporated).

### Question #18: Vendor Cash Terms

Most vendors to Waldenbooks are paid approximately sixty days from date of invoice.

### Terms of Business "B" - ISBN

If your books do not have ISBN'S, you may get them assigned free by contacting:

Ms. Bernice Jacobson  
ISBN Agency - R.R. Bowker  
1180 Avenue of the Americas  
New York, N.Y. 10036  
(212) 764-3390

Waldenbooks has invested several million dollars in point-of-sale computer terminals to track the sales of every one of its titles. This helps us sell more of your books by keeping them in stock on a scientific basis. Our computer works via the ISBN, which should be on every one of your books.

### Terms of Business "C" - Dun & Bradstreet Report

Dun & Bradstreet is the usual credit reporting service Waldenbooks uses to insure that our returns can be refunded. You can contact them by looking them up in your local telephone directory or:

99 Church Street  
New York, N.Y. 10007  
(212) 285-7000

If you have any other problems, please contact Muriel L. Bryant at WALDENBOOKS.

# Waldenbooks

201 High Ridge Road • Stamford, Connecticut 06904 • (203) 356-7500

National Sales Manager

Dear Vendor:

Thank you for your help in making Waldenbooks America's leading bookseller.

We are in the process of updating our vendor files, and you can help by sending us some information regarding your merchandise and your terms of sale. List any other Publishers you might distribute for or if you are distributed by someone else.

Attached is a Waldenbooks Vendor Registration Form. Please fill out this form by completing items 1 through 28. Sign the form and attach copies of your discount schedule, your most recent catalogue and a Dun & Bradstreet Report. Send this information to the attention of:

Muriel Bryant  
Merchandise Planning  
Waldenbooks  
201 High Ridge Road  
Stamford, CT 06904

I would appreciate it if you could send your response sometime in the next 3 weeks.

Note that effective immediately all Waldenbooks orders will be placed by our computer facility in Stamford. A sample copy of a Waldenbooks computer purchase order is attached. Only computer orders will be honored by Waldenbooks. We have instructed our Accounts Payable Department not to honor invoices for handwritten or telephone orders. (The only exception will be magazine orders.)

As you probably know, it is a Waldenbooks policy that Sales Representatives may not call on stores or solicit store orders without prior approval from the Home Office. If you wish to request permission to contact our stores, or if you wish to place display racks in our stores, please send a written request to the attention of:

Linda Caine (for hardcover books)  
Linda Braun (for paperbacks)  
Ann Lewis (for nonbook merchandise)

201 High Ridge Road  
Stamford, CT 06904

Also, if you are planning any advertising, special promotions, or autograph parties, or if you know of any upcoming newspaper, magazine, radio, or television coverage of your merchandise, please send this information to Linda

Caine, Linda Braun or Ann Lewis as far in advance as possible - preferably 10 weeks.

You may want to send your latest catalogues - both new release and backlist for all of your publications to the attached list of people. I would appreciate it if you would add these names to your mailing list so that they will receive your materials in the future.

Thank you for your cooperation, and I look forward to hearing from you soon.

Sincerely,



Neil Levy  
Director, Merchandise Administration

NL:lr  
attached

Please send both your new complete catalogues for all of your merchandise to the following people:

At: 201 High Ridge Road  
Stamford, CT 06904

Linda Caine  
Assistant Buyer  
Hardcover Books

Linda Braun  
Buyer  
Paperback Books

Ann Lewis  
Merchandise Coordinator  
Nonbook Merchandise

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Mr. Jeff Bearss  
Regional Manager  
c/o Waldenbooks #644  
383 Washington Street  
Boston, MA 02108

Mr. Gary DelVecchio  
Regional Manager  
c/o Waldenbooks #640  
Ridgeway Center  
2165 Summer Street  
Stamford, CT 06905

Mr. Howard Jones  
Regional Manager  
c/o Waldenbooks #297  
Phipps Plaza  
3500 Peachtree Street NE  
Atlanta, GA 30326

Sandy Gelnaw  
Regional Manager  
c/o Waldenbooks #418  
Southtown Mall  
Ft. Wayne, IN 46816

Mr. Tom Meador  
Regional Manager  
c/o Waldenbooks #702  
14200 El Alameda, Rm. 344  
Aurora, CO 80012

Mr. Don Simmons  
Regional Manager  
c/o Waldenbooks #534  
Northridge S/C  
7700 W. Brown Deer Road  
Milwaukee, WI 53223

Mr. Ken Bostic  
Regional Manager  
c/o Waldenbooks #458  
8383 LaPalma Buena Park S/C  
Buena Park, CA 90620

Mr. Robert Sutherland  
Regional Manager  
c/o Waldenbooks #750  
465 Greenspoint Mall  
Houston, TX 77060

Mr. Jim Landers  
Regional Manager  
c/o Waldenbooks #952  
1 Gateway S/C  
Wilton, CT 06897

# Waldenbooks

WALDEN BOOK COMPANY, INC.  
201 HIGH RIDGE ROAD  
STAMFORD, CONN. 06904

PURCHASE ORDER NUMBER

THIS ENTIRE (12 DIGIT) NUMBER  
MUST APPEAR ON INVOICE  
AND PACKAGES

## PURCHASE ORDER

PLEASE REFER TO ROUTING GUIDE FOR SHIPPING INSTRUCTIONS

TO:

SHIP TO:

**MAIL YOUR ORIGINAL INVOICE TO:**

WALDENBOOKS  
ATTENTION: ACCOUNTS PAYABLE DEPT.  
201 HIGH RIDGE ROAD  
P.O. BOX 10218  
STAMFORD, CT. 06904

FOR LOCATIONS 17, 18  
OR 19 MAIL TO:  
WALDENBOOKS  
P.O. BOX 1170  
STAMFORD, CT. 06904

ENCLOSE DUPLICATE INVOICE WITH PACKAGE.  
DO NOT INSURE PARCEL POST SHIPMENTS.  
DO NOT ENCLOSE ORIGINAL INVOICE WITH THE  
MERCHANDISE.

TERMS	SHIPPING DATE	CANCEL DATE
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THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS SHOWN BOTH ON FACE AND BACK OF THIS ORDER.

S/C	TITLE/DESCRIPTION	I.S.B.N.	QUANTITY	PRICE	EXTENDED PRICE	DISC. %
<p>NOT FOR SALE PURCHASE ORDER — SAMPLE ONLY —</p>						

PAGE

TOTAL QUANTITY

TOTAL EXTENDED PRICE