



# Faith Library Publications Wholesale Application

1025 W. Kenosha  
Broken Arrow, OK 74012  
Phone: 918-258-1588, ext. 2218  
Toll-Free: 888-258-0999  
Fax: 918-872-7710  
Email: flp@rhema.org

## Business & Billing Information

Legal Name of Organization: \_\_\_\_\_

DBA Name: \_\_\_\_\_

Nature of Organization: \_\_\_\_\_

Head of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Other Information Needed

Once completed, please forward this application to Faith Library Publications, Wholesale Division, 1025 W. Kenosha St., Broken Arrow, OK 74012; or fax to (918) 872-7710; or email to flp@rhema.org. In addition to the Wholesale Application, please submit one of the following:

A copy of the applying organization's 501(c)(3) tax-exempt certificate

-Or -

A copy of an official notice of assignment of the (EIN) Federal Employer Identification Number from the U.S. Internal Revenue Service

**If based in Oklahoma, please include either your Sales Tax Exemption Permit Number or your Reseller Permit Number.**

I hereby state that all information contained on this application and sent in addition to this application is true and correct to the best of my knowledge. I am aware that upon approval I will receive a wholesale customer account number, and it will allow me to purchase Faith Library Publications materials at a discount of up to 50% off the regular retail prices. I have also read and agree with the terms and conditions on the back of this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# Terms and Conditions

## Placing Orders:

Our friendly and knowledgeable Faith Library Publications representatives are available to take orders and answer questions Monday through Friday between 8:30 a.m. and 5:00 p.m. Central Time. Orders may also be placed via email, fax, or our website, **FaithLibrary.org**. All customers must submit payment before the order can be processed. We are able to accommodate any size order at any time. But to assure product availability, we recommend placing large orders at least two (2) weeks in advance.

## Internet Orders:

Customers may process their orders online at **FaithLibrary.org**. Internet orders may be placed 24 hours a day, 7 days a week. All orders must be paid at time of purchase. Online expedited shipping does not include weekends or holidays. To set up your Internet wholesale account, you will need to contact a representative Monday through Friday between 8:30 a.m. and 5:00 p.m. Central Time at (888) 258-0999.

## Discount Structure:

Less than \$25.00	=	0%
\$25-\$49.99	=	40%
\$50-\$99.99	=	45%
\$100.00 and over	=	50%

All totals and discounts are based on the total retail amount of the order.

## Payment:

Acceptable forms of payment are VISA, MASTERCARD, DISCOVER, or AMERICAN EXPRESS. Other acceptable forms of payment are Check, Cash, Money Order, or Wire Transfer. If paying by check, you are required to place your FLP account number on the check. All checks must clear the bank before the order is entered.

Faith Library Publications reserves the right to request a non-refundable down payment of up to 50% on any order that will be invoiced. Faith Library Publications also reserves the right to discontinue any current invoicing on any account due to delinquent payment history. We do not permit any third-party transactions for payments. All transactions and payments must be handled directly through Faith Library Publications. There are no exceptions.

## Terms:

Faith Library Publications does not offer any invoicing terms at this time.

## Pick up / Delivery:

Faith Library Publications ships via FedEx Ground. Domestic shipping is 10% of the net subtotal / \$5.50 minimum. Shipping may be upgraded to Next-Day Air, 2nd-Day Air, or 3-Day Express. If sending FedEx COD, please add \$11.50 to the shipping cost. All orders shipped overseas are sent via the best carrier of choice unless otherwise specified by the customer. It is the responsibility of the customer to contact Faith Library Publications for shipping costs. No costs will be adjusted once the order has been reviewed and agreed upon. The customer accepts full responsibility for the order being placed and delivered. Faith Library Publications is not responsible for any merchandise lost, stolen, or damaged during shipping. Customers must submit any shipping claims or discrepancies within 30 days of receiving the order.

Faith Library Publications offers an option for customers to pick up their orders. All customers must allow at least three business days from the date of entry for their orders to be processed. Faith Library Publications will contact you when your order is ready for pickup. All pickup orders will have three business days from the date of notification to be picked up. After this time the order will be restocked and the account credited for the order minus a 10% restocking fee.

## Returns:

Regular-priced product is returnable up to 90 days after the invoice date. The product also must still be in print. A restocking fee may be assessed. Out-of-print (OP) and all items specifically sold as nonreturnable are not returnable. Customers may contact a Faith Library Publications representative to find out what is and is not returnable. Faith Library Publications reserves the right to not issue credit for and not ship back any ineligible items. These include other suppliers' product sent to Faith Library Publications in error. Faith Library Publications reserves the right to return to sender ineligible items with an appropriate charge for shipping and handling. Eligible returns must be shipped back by a traceable carrier (UPS, FedEx Ground, etc.) to Faith Library Publications Returns Department, 1025 W. Kenosha St., Broken Arrow, OK 74012. Returned items must be in resalable condition and free of all store labels and stickers (i.e., perfectly clean). All returns must include a packing slip and/or invoice itemizing the return and any pertinent notes about defects, overshipments, and so forth. This will ensure that your return is processed correctly.

Faith Library Publications does not accept any returns that have been sent directly to overseas locations.

## Damages / Loss:

All shipping claims must be made 30 days from receipt of order. Should merchandise arrive with damages caused by packaging or discrepancies found in the product, the customer must notify Faith Library Publications via email and enclose a digital or scanned copy of the product in question. All situations will be reviewed on a case-by-case basis. All approved damages and discrepancies will be given as a credit on the customer's account to be used on the next order. No refunds will be given.

## Changes / Cancellations:

At time of entry, all orders are considered to be completed and no changes or cancellations will be allowed. Any additions must be entered as a separate order.