

# NEW LEAF DISTRIBUTING

## RECORDED MEDIA - Vendor Information Form

Form #1 of 2

newleafvendors.com

VENDOR CODE: \_\_\_\_\_ (for New Leaf internal use only)

Vendor Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ (if you have assigned one to New Leaf)

### Phone Numbers & Contacts:

Main Address (for orders):

Payee and Payment Address:

Returns Address (no P.O. boxes):

(Checks will be printed and mailed as such)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Contact E-Mail Address (required): \_\_\_\_\_

Website address: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Toll-Free Phone (orders): \_\_\_\_\_

Fax.: \_\_\_\_\_ Toll-free Fax: \_\_\_\_\_

1 Account Rep.: \_\_\_\_\_ Ext: \_\_\_\_\_ Email \_\_\_\_\_

2 Customer Svc Manager: \_\_\_\_\_ Ext: \_\_\_\_\_ Email \_\_\_\_\_

3 Credit/AR Manager: \_\_\_\_\_ Ext: \_\_\_\_\_ Email \_\_\_\_\_

4 Returns Manager: \_\_\_\_\_ Ext: \_\_\_\_\_ Email \_\_\_\_\_

### Returns Info:

Damaged and Defective Items will be accounted for by an affidavit.

Is a special label required to return damaged/defective items? YES NO

Do you need to be notified prior to receiving overstock returns? YES NO

Is a special label required to return overstock? YES NO

Comments: \_\_\_\_\_

### Purchase Order Info:

New Leaf requires that all purchase orders be sent via e-mail.

Please provide your e-mail address for orders. E-Mail: \_\_\_\_\_

ISBN Prefix (1<sup>ST</sup> five Digits) (if applicable) \_\_\_\_\_

**Return this form with product submission and product form(s) to:**

New Leaf Distributing,  
New submissions—Recorded Media  
401 Thornton Rd., Lithia Springs, GA 30122  
Phone: 770-948-7845 / Fax: 770-944-2313