

New Leaf Distributing Company Vendor Information Form (Books)

(Please print legibly or type.)

Vendor Name: _____

Note: Checks will be made out to this name unless you specify a different payee below.

Account #: _____ (if you've assigned one to New Leaf)

Main Address:

**Contact Information
Payee/Payment Address:**

Returns Address (no PO Box):

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Website: _____

Main Contact: _____ Email: _____

Phone #: _____ Ext. _____ Fax #: _____

Accounting Contact: _____ Email: _____

Phone #: _____ Ext. _____ Fax #: _____

Returns Contact: _____ Email: _____

Phone #: _____ Ext. _____ Fax #: _____

Returns Info

Damaged & defective items will be accounted for by an affidavit. Is notification required for overstock returns? YES NO

Is a special label required for overstock returns? YES NO

Purchase Order Info

New Leaf requires that all purchase orders be sent via email. Email: _____

Return this form with product submission and product form to: Attn New Submissions – Books
New Leaf Distributing Company
401 Thornton Road
Lithia Springs, GA 30122-1557