

(for New Leaf use)

VENDOR CODE: _____ FF: _____ Date: _____
ASTR: _____ JUL _____

NEW LEAF DISTRIBUTING CALENDAR VENDOR INFORMATION FORM --- 2009 - 2010

Vendor Name: _____ Account no. (if you have assigned one to New Leaf): _____

Phone Numbers & Contacts:

Ordering Address:

Payment Address:

Returns Address (no P.O. boxes please):

E-Mail Contact: _____ (required) Website address: _____

Main Phone: _____ Orders: _____

Cust. Svc.: _____ Fax: _____

1 Account Representative: _____ Extension: _____

2 Credit Manager: _____ Extension: _____

Purchase Order Info:

E-Mail address: _____ New Leaf requires that all purchase orders be sent via e-mail.

Terms

Terms of sale

- Discount off of retail: 55%
- Calendars are Returnable
- Vendor pays freight

Returns

- Returns will be made via affidavit
- You will receive your calendar affidavits no later than March 31 for Julian and May 30 for astrological
- The agreed upon limit on the amount of affidavit returns New Leaf can make is _____
- R.A. or a special label required when making overstock, damaged or defective returns? _____

Terms of payment

New Leaf pays for calendars in three payments. The first payment is issued in December for 1/3 of the total amount due (providing 1/3 of the calendars have sold). The second payment for the next third is issued in January, and the final third is issued after you process our returns and send us a final statement reflecting the appropriate credit.

Catalog information

- a. All vendors are now required to provide graphics and title descriptions for each product that New Leaf selects for distribution. **If your products are selected, the details for this process will be provided to you by the buyer after you return the signed contract to us.** Each image must be in .jpeg format, RGB color mode, a minimum of 500 pixels on the longest side (1200 pixels preferred). Descriptions should be approximately 100 words.
- b. Our calendar catalog is full color. All vendors are required to pay a catalog listing fee of \$50 per title. This fee will be waived for vendors with up to four titles who purchase a full color **quarter page** ad or larger, or for vendors with five titles or more who purchase a full color **half page** ad or larger. Please refer to newleafvendors.com for details regarding advertisements.
- c. All payment for ads will be deducted from New Leaf's first payment to vendor.

Promotional Information

Please check all promotions that apply.

- | | |
|---|--|
| <input type="checkbox"/> Initiation Package | <input type="checkbox"/> Discounted Ads in New Leaf Monthly Update |
| <input type="checkbox"/> Take Me Higher Package | <input type="checkbox"/> Discounted Ads in New Leaf Annual Catalog |
| <input type="checkbox"/> Bliss Package | <input type="checkbox"/> Evolve! Magazine |
| <input type="checkbox"/> Nirvana Package | <input type="checkbox"/> Weekly E-Leaves Email |
| <input type="checkbox"/> Flyer Distribution | |
| <input type="checkbox"/> E-Flyer | <input type="checkbox"/> Trade Show Promotion/Author Signings |
| <input type="checkbox"/> 60 Days for \$60 (Web Ads) | |

Please print name of person completing this form

Signature

Please return this form via fax or mail to:
New Leaf Distributing, Attn: Kelly Rowland, 401 Thornton Rd., Lithia Springs, GA 30122

Product Manager
Kelly Rowland - Krowland@newleaf-dist.com
Phone: 770-948-7845 / Fax: 770-944-2313