

# Hachette Book Group Event Order Form

Orders/Queries can be emailed to: [authorevents@hbgusa.com](mailto:authorevents@hbgusa.com) or faxed to Event's attn: **800.331.1664**

*Depending on the ship to address, the turnaround time for a non-expedited order can be about 4-7 Business Days.*

*\*\* Expedited shipping must be approved and paid for by the customer \*\**

Account #:	Purchase Order #:	<b>Event Date:</b>	<b>Must Arrive by:</b>
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<b>Mailing Address</b> for statement and invoices:				<b>Shipping Address:</b> _____ Same as Billing			
<b>Business:</b>				<b>Business:</b>			
<b>Attn:</b>				<b>Attn:</b>			
<b>Street:</b>				<b>Street:</b>			
<b>City:</b>				<b>City:</b>			
<b>State:</b>		<b>Zip/Postal Code:</b>		<b>State:</b>		<b>Zip/Postal Code:</b>	
<b>Contact Name:</b>				<b>Contact Name:</b>			
<b>Telephone:</b>				<b>Telephone:</b>			
<b>Email:</b>				<b>Email:</b>			

<input type="checkbox"/>	<b>Author Signing?</b>
<input type="checkbox"/>	<b>Other type of Event?</b>

<input type="checkbox"/>	<b>Reselling Stock?</b>
<input type="checkbox"/>	<b>Giving Stock Away?</b>

Credit Card payment details:	
<i>credit card #</i>	<i>Exp#</i>
Use <b>Credit Terms</b> on existing account.	
<b>Apply for credit terms:</b> Please ask for an application, takes a few days to process.	
<b>Wire transfer:</b> Please ask for details how.	
<b>Mail a check:</b> <i>Hachette Book Group/Proforma Department/53 State St 9<sup>th</sup> Floor/ Boston, MA 02109</i>	

FOR SALES USE:	
ACCOUNT TYPE:	
SALES FORCE:	
DIST CHANNEL:	
SPEC DISCO?:	

**\*\*If you are tax exempt, please note that we do require a copy of the certificate to be on file. Please forward a copy of the document along with this order form. The order will be held until the appropriate tax documents are received. \*\***

ISBN	Title / Description	QUANTITY

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