



**Hachette Book Group ONE-TIME order form**  
 1290 Avenue of the Americas, New York, NY 10104  
 customerservice@hbgusa.com 1-800-759-0190

**Tell us about your event:**

Is this order for an author event? YES or NO \_\_\_\_\_  
 Will the author be present? YES or NO \_\_\_\_\_  
 Date of event \_\_\_\_\_  
 How will the books be used (given away, resold via brick and mortar store or online)? \_\_\_\_\_  
 Please tell us a bit about your company \_\_\_\_\_

**PAYMENT INFORMATION**

**CREDIT CARD details:**

Name on Card: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Exp \_\_\_\_\_ CVC: \_\_\_\_\_ Type of Card \_\_\_\_\_  
**Please note that there is a \$6,000 monthly credit card maximum.**

Shipping and sales tax (unless a tax-exempt certificate has been provided) will be billed on the final invoice.

We can typically deliver orders within 8 – 10 business days from receipt of your payment. Expedited shipping must be approved by and paid for by the customer.

**IMPORTANT TAX INFORMATION:**

Customers who affirm tax exempt status must provide valid tax exemption certificates. Valid exemption documents include Resale Certificates (businesses) or State-Issued Sales Tax Exemption Certificates (non-profit organizations). The business/organization name on these documents must match your account name and the city in which the order is being shipped to. A non-refundable tax charge will be billed to all orders that are sent without valid tax exemptions certificates. Orders placed for personal use are typically subject to sales tax. **You can find the correct tax forms by going to our tax form library: <https://www.hachettebookgroup.com/landing-page/hbg-sales-tax-information/>**

Are you sales tax exempt? (YES or NO) \_\_\_\_\_ If yes, a tax-exempt certificate must be included.

**Bill to:**

Business Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

**Ship to:**

Business Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
**Must arrive by date** \_\_\_\_\_

QUANTITY	ISBN	TITLE
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FOR HBG USE ONLY:**

TYPE: \_\_\_\_\_ DISCOUNT: \_\_\_\_\_ TERRITORY: \_\_\_\_\_  
 ACCOUNT #: \_\_\_\_\_ PO #: \_\_\_\_\_ DATE: \_\_\_\_\_