



516 Pearl Street, Sparta, WI 54656  
Phone: 608-269-2622 Fax: 888-600-5110

Dear Publisher/Vendor,

We hope the attached form and instructions will answer any questions you may have regarding your request to sell your products through **Wholesale Catholic Goods**. Please read carefully the criteria and instructions. In order for our staff to review your request, you must submit the following: (*Mailing address provided on page 4.*)

- A completed, signed copy of pages 2 through 4 of the attached Wholesale Catholic Goods Confirmation of Publisher Information form. Please retain a copy of the application for your records.
- A finished sample of your item(s). No manuscripts please.
- A item list presented in the format outlined in the "Title Information" section (*please see page 3*).
- A list of wholesalers/distributors you currently utilize.
- Trade Reviews (if available).
- Marketing/Promotional plans.

After a review of your item list, should we decide to purchase your item(s), we will place an initial stocking order for Wholesale Catholic Goods for each eligible title that you carry. Customer demand will be used to determine the proper stocking level and quantities for subsequent orders. For a title to be eligible, it must meet the following criteria:

- The item must be in union with or not contrary to the Magisterium of the Holy Roman Catholic Church.
- It must approved by the Wholesale Catholic Goods staff.

We make these purchases on a **returnable** basis. Returnable terms means that Wholesale Catholic Goods may return items to you at any time, for any reason, in any condition for the life of that item (up to 180 days after declared Out of Print or discontinued by the manufacturer.)

Fill out as many of the fields on the form as possible. If you have questions, please indicate them on the form, return it to us, and we will contact you. Our review process takes approximately 2-4 weeks. All submissions are reviewed in the order in which they are received. Please do not expect an immediate response confirming receipt of your submission. If your company is established as a vendor of record, you will receive a letter confirming that your account has been established along with other pertinent information.

In Christ,  
Merchandising Department  
Wholesale Catholic Goods

**WHOLESALE CATHOLIC GOODS  
CONFIRMATION OF PUBLISHER INFORMATION**

*PLEASE PRINT CLEARLY*

**ACCOUNT INFORMATION: ACCOUNT NAME MUST MATCH CHECK REMITTANCE NAME**

ACCOUNT NAME: \_\_\_\_\_  
Primary Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website Address: \_\_\_\_\_

**CHECK REMITTANCE:**

Checks must be made out to: \_\_\_\_\_  
Accounting Contact Person: \_\_\_\_\_  
Phone #/Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**PURCHASE ORDER INFORMATION (Preference is to send PO's via Fax; Email is acceptable):**

Purchase Order Contact Person: \_\_\_\_\_  
Phone/Fax#: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**RETURNS INFORMATION (Required): This address cannot be a PO Box, it MUST be a street ad**

Returns Contact Person: \_\_\_\_\_  
Phone #/ Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**WHOLESALE/DISTRIBUTOR INFORMATION:**

List Wholesalers/Distributors you currently have terms with below.

**PURCHASING TERMS:**

- Wholesale Catholic Goods offer standard Payment Day Terms of 90 days from receipt of Invoice.
- The minimum acceptable discount is 55%.
- No minimum quantity required.

DISCOUNT (% off List Price) \_\_\_\_\_

FREIGHT TERMS (circle one):      WCG Pays (FOB)                  Publisher Pays

NUMBER OF TITLES PUBLISHED: \_\_\_\_\_

SHIPPING & ROUTING INFORMATION: See page 4 for more details.

## TITLE INFORMATION:

If you are submitting 10 titles or more, we must receive this information in a Microsoft Excel or ASCII Delimited formatted file. The file must contain all required fields in discrete columns.

If you have less than 10 titles, this information may be submitted on paper or email. The list must contain all required fields. Please submit the title list along with this document.

All data elements in **bold** are mandatory fields.

For Books, CD, DVDs. Etc. Please use this format:

**ISBN-10** (*non-hyphenated*)

**ISBN-13** (*non-hyphenated*)

**Publisher**

**Title**

**Price**

**Publisher Discount**

**Product Description**

**Author-** (last name, first name; one column per contributor. If there is more than one contributor, extra columns can be added)

Series

**Format/Binding** (TP = paperback, TC = hardcover, CD, EB = Ebook etc.)

**Pages**

**Publication Date** (date available for sale *to the consumer*)

**Weight:** measurement of the weight of a book (pounds)

**Casepack Quantity**

Cover Images

Wholesale Catholic Goods will only accept books for Purchase Order fulfillment that are in saleable condition. Books determined not fit for sale will be returned at the publisher's expense.

**Acceptable & Unacceptable Products** Unapproved product types ordered by Wholesale Catholic Goods from a publisher's item list will be returned to the publisher at the publisher's expense.

**SHIPPING & ROUTING DETAILS:**

FOB Freight Terms for ALL Shipments 250 lbs. Or Less:

Our primary small-parcel carrier is United Parcel Service. We ask that you use the UPS 3<sup>rd</sup> Party Billing Program. This shipping method enables a vendor, with a valid UPS account number, to bill to a 3rd party -- in this case Wholesale Catholic Goods.

If you use a service other than UPS for shipping, the alternate shipper is subject to approval. If a Wholesale Catholic Goods representative approves an alternate shipper, you must send a copy of the shipping receipt with your invoice and include the shipping charges on the invoice.

After review of this document, Wholesale Catholic Goods may choose to purchase your titles in accordance with the terms outlined here. Any and all divisions of Wholesale Catholic Goods may cancel this agreement at any time for any reason without notice. This agreement in no way constitutes a purchasing obligation on any division of Wholesale Catholic Goods part.

Your signature below indicates to us that you are in agreement with all of the terms outlined in this document, including but not limited to: Purchasing Terms, Shipping & Routing Information, Wholesaler/Distributor Information, Title Information, Acceptable & Unacceptable Product Types and Condition of Books.

***Publisher/Vendor's***

**Authorized Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**The items listed above must be mailed to the address listed below.**

**Mailing address:**

Wholesale Catholic Goods  
Attn: Submissions Department  
516 Pearl Street  
Sparta, WI 54656