Dear Reseller,

Thank you for your partnership in distributing quality resources that help Catholics to become Saints. We recognize and appreciate the important ministry you provide to your local community. We’re committed to help and support you every step of the way!

If you haven’t been in touch for a while, or you are setting up a new account, please take a look at the new and exciting ways we support and connect with our Reseller Accounts. We think you’ll like what you see...

- New Websites and Ordering Options
- New State-of-the-Art Video Productions
- Ageless Treasures of the Church Made Accessible for New Generations
- New Title Acquisitions and New Technology

This special Reseller Account packet is filled with Account Information Forms, our Policies and Procedures, and the latest Reseller Programs and Specials including:

1. **Reseller Account Application Forms** - We recently updated our ordering system and now is the perfect time to ensure we have your most current contact information, and that we know exactly how you want to be contacted. **Please complete pages 3 through 5 and return to us along with a copy of your Reseller License.**

2. **Auto Ship Program Form** - This program helps you to be the first to receive our new releases at a higher discount. To enroll, complete and fax the AutoShip Program Form today found on page 7!

3. **Reseller Order Form** - This is the most current listing all of our titles and newest releases. It’s a handy reference tool to help customers find a title or item you don’t currently carry.

4. **Reseller Specials and Title Sheets** - Did you know we offer Reseller Specials each month? Visit TANStores.com and search under the “Specials” tab and register for our email specials! Title sheets and flyers are available for you to share with your local customers. Email Trade@TANBooks.com for more information.

We appreciate your feedback as we continue to grow and develop to serve you better in this important ministry of making the best Catholic resources available to all.

God Bless,

Lynn Klika
Vice President of Sales
Lynn@TanBooks.com

Ginny Pankus
Trade Sales Manager
Ginny@TanBooks.com

Paul Grabowski
Trade Sales Specialist
PaulG@TanBooks.com
TAN Books was founded in 1967 to preserve the spiritual, intellectual and liturgical traditions of the Catholic Church. At a critical moment in history TAN kept alive the great classics of the Faith and drew many to the Church. Today TAN continues its mission by helping a new generation of readers become saints. We publish more than 500 titles on theology, prayer, devotions, doctrine, Church history, current events, and the lives of the saints. Our books are published in multiple languages and found throughout the world in schools, parishes, bookstores and homes.

Saint Benedict Press, since its founding in 2008, has published Catholic Bibles, parish programs, gift books, and bestsellers to help build vibrant parishes and to help Catholics become saints. Our name pays homage to the guiding influence of the Rule of Saint Benedict and the Benedictine monks of Belmont Abbey, just a short distance from our headquarters in Charlotte, NC. We have distributed hundreds of thousands of books, and our parish programs are present in more than 1,500 parishes across the country.

Catholic Courses shares the riches of our Catholic intellectual heritage through audio and video lectures presented by the best minds of the Church. Courses are offered in six categories—History, Philosophy, Scripture, Literature, Saints, and Theology. God made us for the intellectual life and gave us an inborn hunger for truth. Satisfy that hunger with Catholic Courses and Learn More.

Catholic Scripture Study International was founded in 2003 and publishes more than 30 Bible and faith-related study programs. CSS studies are authored by well-known Bible scholars—such as Dr. Scott Hahn, Steve Ray, Mike Aquilina and Mark Shea—and are led in hundreds of parishes, universities, and organizations across the country.

Confraternity of the Precious Blood was founded in 1890, dedicated to supporting the historic Monastery of the Precious Blood in Brooklyn, NY, and the religious sisters who call it home. Specializing in publishing pocket devotionals, the Confraternity has brought millions of copies of its iconic titles, including My Daily Bread, My Way of Life, and My Imitation of Christ, into Catholic parishes and homes.

Neumann Press, named after Saint John Neumann, was founded in 1981 with the goal of reviving long-lost Catholic titles with beautiful bindings and excellent content. We publish vintage children’s books and new editions of favorite out-of-print readers, history books, novels, and story books for pre-school through high school.

ACS Books is the publishing division of The American Chesterton Society. Its objective is to print books grounded in the tradition of the English writer G.K. Chesterton with a broad scope ranging from the faith to current events to fiction to biographies. In May 2015, TAN Books was named the Official Publisher of ACS Books.
**METHODS**

**Phone**
Place your orders with us over the phone at **1-800-437-5876**. We’re here to help with product information and special discounts. This is the best way to learn about the current Reseller Specials, receive maximum discounts, and stay up to date on all new releases.

**Fax**
Orders can be faxed to our 24-hour fax line: **1-815-226-7770**. When you place a fax order, be sure to include Account Number, Company Name, Buyer Name and Ship-to Address.

**Email**
Orders can be scanned to **Trade@TANBooks.com**, or you can just type your order in the body of an e-mail. Please include Account Number, Company Name, Buyer Name and Ship-to Address.

**TANStores.com**
Set up your Reseller Account on **www.TANStores.com** our Reseller website. This can be an efficient way to browse titles and place your orders. Once your account is set up, email us at Trade@TANBooks.com from the email address linked with your online account. We will then add your account to the Reseller Group so that when you place orders online your trade discounts will be automatically applied. If you do not give us the opportunity to link your account, the discount will not be applied to your online order but we will apply the correct account discount during order processing.

**POLICIES**

- We want to get your order right the first time. To assure you receive the right titles, we ask you to use our SKU number (e.g.: 2393, SB6069, TC1432) for the items you order as we have many similar titles. These SKU numbers are listed in our catalog, online under product details, and in our reseller order form. We cannot guarantee shipping titles without SKU numbers.

- Our goal is to ship your order the same day we receive it, if placed by 12:00 PM EST. Please advise if there is a specific delivery date so we can quote expedited shipping costs.

- Our standard shipping method is FedEx Ground Commercial.

- We offer a 43% reseller discount (off the retail price) with 30 day terms and a $1000 starting limit. This discount is for all our products excluding Catholic Scripture Study International products. Our reseller discount for CSSI products is 20%.

- Some of our products have listed quantity discount when buying in bulk. Resellers will receive whichever discount is higher, the bulk price or their reseller discount. In addition we do offer case discounts when buying products by the case. Please call 800-437-5876 for more information.

Ask about our **monthly Reseller Specials** when you place your order by phone or email. Keep an eye out for **new products and special savings** on **www.TANStores.com**.
## Contact Information

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<thead>
<tr>
<th>Company Name</th>
<th>Main Phone</th>
<th>Main Fax</th>
<th>Main Email</th>
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## Billing Address

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## Shipping Address

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## Business Type

- [ ] Sole Proprietor
- [ ] Non-profit Corporation
- [ ] Institution (College)
- [ ] For-profit Corporation
- [ ] Partnership
- [ ] Church Owned

## Business Identification Information

Please include copy of exemption certificate(s).

<table>
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<th>Federal Tax ID</th>
<th>Sales Tax Exemption #</th>
<th>State</th>
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## Gross Sales

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## Shipping Account (if applicable)

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Please complete pages 3 through 5 and return to us along with a copy of your Reseller License. Mail: TAN Books / Saint Benedict Press, PO Box 410487, Charlotte, NC 28241

Fax: (815) 226-7770 Attn: Ginny Pankus
**Backordered Titles Policy**

Occasionally, due to demand or printing delays, some titles are temporarily unavailable. You have the opportunity to backorder any title that is temporarily out of stock and will be back in stock within 3 months. Backorders are shipped as soon as the title becomes available at no shipping cost. With backorders, you have the benefit of convenience, ease of ordering, and priority fulfillment!

- [ ] Yes, I accept backorders.
- [ ] No, I do not accept backorders.

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<th>Company Name</th>
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<td>Name (Print)</td>
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<tr>
<td>Signature</td>
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</table>
1. According to this agreement, the undersigned reseller (customer) is eligible for a resale discount on products carried by Saint Benedict Press, LLC and any of its imprints (including TAN Books). After filing the application, credit terms will be determined and assigned according to references and payment history.

2. The customer is eligible to return any product according to the enclosed “Return and Damaged Merchandise Policy.”

3. The customer agrees to pay shipping and handling costs on all shipments via carriers of our choice. We reserve the right to assess a fee for drop-shipped packages after review of the customer’s account to determine frequency of drop-ship requests. We strive to maintain industry-competitive shipping rates and currently ship via FedEx because it provides tracking information, incidental insurance, and lost package remuneration.

4. As part of this agreement, the customer agrees to do business according to these established guidelines, certifies that all products purchased are for the purpose of resale, and assumes liability for payment of Retailer’s Occupation Tax (where applicable) with respect to receipts from the resale of this property to users or consumers.

5. The customer will furnish a copy of a legal certificate of resale and a copy of any necessary federal or state tax identification numbers.

6. The customer is bound by this agreement to make payment in full to Saint Benedict Press, LLC for all amounts due according to the invoices listed on the customer’s account. Should the customer default in any such payments and Saint Benedict Press, LLC commences any actions or otherwise seeks to enforce this agreement against the customer or any guarantor, the customer agrees to pay reasonable attorney fees, court costs, and other expenses incurred by Saint Benedict Press, LLC regardless of whether a suit is filed.

Name (Print)  

Title  

Store Name  

Store Address  

City  

State  

Zip  

Signature  

Date  

TOLL FREE (800) 437-5876 • FAX (815) 226-7770 • TANSTORES.COM
We recognize and appreciate the important ministry you provide to your local community. We want your store to carry a broad variety of our titles and be successful in selling them. We know that occasionally a certain title may not work for your store. Contact your Trade Specialist for ideas on merchandising, special feature displays, social media and other ideas to increase your sales before returning titles. We want to help your store flourish. If you want to return items, we will gladly credit you for returned merchandise as outlined here.

Return Authorization Form
Please note that all returns require a Return Authorization Form. To obtain a return authorization form please call 800-437-5876 to speak with a Trade Specialist or visit www.TANStores.com.

Replacement of merchandise damaged in transit
• TAN Books / Saint Benedict Press will replace any merchandise damaged in transit to our customers. Damages must be reported within 2 business days of receipt.
• Inform us if the outer shipping carton was damaged.
• If the outer shipping carton was received in wet, broken, or poor condition, keep the original packaging and notify a Customer Service Representative immediately.
• We will give credit for the return freight and/or the replacement order freight.

Returns of merchandise in saleable condition
TAN Books / Saint Benedict Press will issue credit for new, unused and undamaged books and items with NO stickers or sticker residue; no damaged or faded covers; water damage; ink marks; cut marks; bent corners and/or spine; bent, crumpled, or dirty pages.

Returns will be accepted in the following time frame
• Church, Religious, Library, and School accounts—within 6 months of invoice date
• Bookstore accounts—within 12 months of the invoice date
• Due to being dated, Catholic Wall Calendars and Daily Planners cannot be returned after March 15th of the issue year (e.g. March 15, 2016 on the 2016 Calendars or Planners)
• Shipping charges to return merchandise are the customer’s responsibility, except on damaged products per above.

To receive full credit, please use the following guidelines
• Box size must not exceed 17” x 15” x 10” and/or 50 lbs
• Items must be packed lying flat (not on their spines) with spines toward the exterior of the box
• Empty space within a carton must be filled with white paper, bubble pack, or Styrofoam packaging (no newsprint as ink may rub off)
• Each carton must include:
  1. Complete name and address
  2. Return Authorization Form
  3. Photocopy of original invoice
• We want to give you full credit for your returns so pack with care.

Return Merchandise Shipping Address
TAN Books / Saint Benedict Press
13315 Carowinds Blvd Rear Dock 32
Charlotte, NC 28273
Increase your sales and profits on top Catholic books with the Autoship Program. Join our most successful stores and receive the benefits of Autoship.

- Automatically receive brand-new titles with **FREE SHIPPING!**
- Receive a **50% DISCOUNT** on New Titles!
- Your customers rely on your store to have the newest titles. Be up to date with all new releases and top sellers!
- Be the first to receive new titles from our Spring, Summer, Fall and Winter Catalogs!

**Want to explore how the Autoship Program can benefit your store?**

*Want help signing up? Contact your Trade Specialist.*

Or to sign up for the Autoship Program, fill out the information below and send to us.

**Email:** Trade@TANBooks.com  
**Fax:** 815-226-7770  
**Mail:** TAN Books / Saint Benedict Press, PO Box 410487, Charlotte, NC 28241  
*Or call us at 800-437-5876 and we’ll complete the form for you!*

**AUTOSHIP PROGRAM FORM**

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<th>Customer ID</th>
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<td>Address</td>
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**Number of Copies per Title Requested**

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<th>Hardcover (Minimum 2 Copies)</th>
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<th>Signature</th>
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