

Indigo | CORPORATE ACCOUNT APPLICATION FORM

Thank you for your interest in opening an Indigo Corporate Account. Please complete the application below and email the form to corporatesales@indigo.ca. Upon receipt of your completed application, we will determine your eligibility for an Indigo Corporate Account. You should expect a reply within 2 business days of submitting your completed application.

| | | | |
|--|--|--------------------|--|
| SCHOOL, LIBRARY OR SCHOOL BOARD: | | | |
| ADDRESS: | | | |
| CITY: | | PROVINCE / STATE: | |
| COUNTRY: | | POSTAL CODE / ZIP: | |
| WEBSITE: | | | |
| NUMBER OF SCHOOLS IN DISTRICT (if applicable): | | | |

| PRIMARY CONTACT | | | |
|-----------------|--|-------------------|--|
| NAME: | | POSITION: | |
| EMAIL ADDRESS: | | TELEPHONE NUMBER: | |

| ACCOUNTING CONTACT (if applicable) | | | |
|------------------------------------|--|-------------------|--|
| NAME: | | POSITION: | |
| EMAIL ADDRESS: | | TELEPHONE NUMBER: | |

| TAX EXEMPTIONS* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | | <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GST NUMBER <i>(16 characters)</i> | PST NUMBER <i>(11 characters)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Additional documentation may be required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| SHIPPING ADDRESS | | | |
|-------------------|--|--------------------|--|
| USE ADDRESS ABOVE | | | |
| ADDRESS: | | | |
| CITY: | | PROVINCE / STATE: | |
| COUNTRY: | | POSTAL / ZIP CODE: | |

Indigo | CORPORATE ACCOUNT APPLICATION FORM

PURCHASING INFORMATION

1. What is your forecasted annual spend with Indigo?

< \$5,000 \$5,000-\$10,000 \$10,000-\$25,000 \$25,000-\$50,000
\$50,000-\$100,000 \$100,000+ Other: _____

2. What product types do you plan on purchasing?

Books General Merchandise Gift Cards*

*A gift card purchase agreement is required for bulk gift card purchases and will be emailed to you upon account registration.

3. Do you wish to limit purchases on this account to books and educational items only?

If there are specific product restrictions (example: books only, no electronics etc), please list them below.

4. Is a Purchase Order (PO) required for purchases?

5. How will orders be submitted/purchased?

Email (Purchase Order or Indigo Order Form)
In Store* (purchase in-stock items at any Indigo, Chapters or Coles stores)
Both Email and In Store*

*Authorized users must present identification for all in-store purchases.

6. Is Indigo required to submit bids to be a supplier? If yes, please provide bid and tender information.

AUTHORIZED USERS

Only authorized users can make purchases and changes to this account.

Please provide the following information for all authorized users that you wish to have added to this account.

1. _____
First Name Last Name Title / Position

2. _____
First Name Last Name Title / Position

3. _____
First Name Last Name Title / Position

4. _____
First Name Last Name Title / Position

PAYMENT OPTIONS

Please select preferred payment method below. **Do not** provide account numbers on this application form.
Upon account registration an Indigo Corporate Sales Coordinator will contact you to confirm payment details.

Credit Card (Visa, MasterCard, American Express, Discover)

EFT (Electronic Funds Transfer)

Cheque

Net 30 Invoice Terms*

*Additional verification may be required.