



Maple Leaf Center, Inc.

www.MapleLeafCenter.com

167 North Main Street • Wallingford, VT 05773

Phone: (802) 446-3601 • Fax: (802) 446-3801

Email: MapleLeaf@vermontel.net

Becoming a Bookseller for Maple Leaf Center is easy! Terms of Sale for Resellers

Phone Order Hours

Monday through Friday ~ 8 am – 4 pm (EST)

Terms of Payment

First order must be prepaid via credit card, money order or check.
Subsequent order terms are Net 30 with a purchase order.

Billing

The original invoice is mailed to your billing address.

Discount

All orders placed by an approved reseller receive a 40% discount on Maple Leaf Center publications.
Orders of adopted merchandise receive a 20% discount.

Terms of Shipment

Shipping/Handling rate is 8% of total net sale amount.
All orders under \$100 ship from Wallingford, VT via USPS.
All other orders ship from Wallingford, VT via UPS.

Damaged Items and Shortages

A report of damage or shortages must be received in our office within 30 days of the invoice date. Please indicate if you prefer a credit or to have the merchandise replaced.

Returns

Returns will be accepted for credit if the items are received in new, unused, and re-sale condition. A full refund (minus shipping) will be provided within 30 days of the receipt of the items. Shipping, to and from, is at the customer's expense. We do not issue return numbers or require an authorized return label to be issued.

The address for returns is:

Maple Leaf Center, Inc
RETURNS
167 North Main Street
Wallingford, VT 05773

Reseller Account Application

To establish a Maple Leaf Center reseller account, please complete the following form:

Name: _____

Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Web Site: _____

Authorized Signature: _____ Date: _____

Please return this application with the Resale/Exemption Certificate Form by fax or mail to:

Maple Leaf Center, Inc.
167 North Main Street
Wallingford, VT 05773
Fax: (802) 446-3801

Resale/Exemption Certificate

The undersigned certifies that all tangible personal property described below which may be purchased from Maple Leaf Center, unless otherwise stated on the purchase order, is exempt from sales-tax for the following reasons:

- () Resale as tangible personal property.
- () To be incorporated as amaterial or part of tangible personal property to be manufactured or compounded for sale.
- () If exempt, please attach a copy of your Exemption Certificate.
- () Other – describe fully _____

The undersigned further certifies that in the event any of the property purchased pursuant to this certificate is determined to be subject to the tax or used for a taxable purpose that such will be reported and paid by the undersigned directly to the taxing authority.

Description of property: _____

Name of Purchaser _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Sales or Use Tax Permit

License or Registration No. _____ **State:** _____

Signed by: _____ **Date:** _____

Title: _____