
WHAT ARE THE DIFFERENT DIVISIONS?

- **Perseus Books Group (PBG):** Our wholly owned imprints which make up the Perseus Books Group.
- **Perseus Distribution/Sold (PD Sold):** A collection of distributed publishers.
- **Perseus Distribution/Non Sold (PD Non Sold):** A collection of distributed publishers, sold by each publisher's own Sales Force. Meanwhile, Perseus will handle your Fulfillment, Customer Service and Credit & Collections.
- **Publishers Group West (PGW):** A collection of distributed publishers.
- **Consortium Book Sales & Distribution (CBSD):** A collection of distributed publishers.

HOW SHOULD WE SEND ORDERS?

Send orders for all divisions to the Perseus Distribution main warehouse in Jackson, TN via the following ways:

Phone: (800) 343-4499

Hours: Monday-Friday 7:30 AM – 4:00 PM CST (8:30 AM – 5:00 PM EST)

Fax: (800) 351-5073 (For Orders Only)

Mail: 1094 Flex Drive, Jackson, TN 38301

SAN: 631-760X

Email (Domestic Orders): orderentry@perseusbooks.com

Email (International Orders): intlorders@perseusbooks.com

This email address is for orders only. Please make sure it contains the following, either in the body of your message or as an attachment: Account Name, Bill To and Ship To Numbers and Addresses, ISBN13, Title and Units ordered. If it does NOT contain all of this info, we will not be able to process the order.

CAN I COMBINE ORDERS?

Yes, you can combine PBG, PGW, PD and CBSD titles into a single order, if you so choose. That said, orders will ONLY invoice and ship separately from their designated warehouse locations, listed below.

WHERE DO YOU SHIP FROM?

We have three warehouses, all located within 10-15 minutes of each other in Jackson, TN, out of which there are four main shipping points (two shipping points @ Flex Drive):

1. Edwards Drive: PBG, PD Sold/Non Sold
2. Kirkland Drive: PGW
3. Flex Drive/CBSD: CBSD
4. Flex Drive/DAP: Distributed Arts Publishers (PD Non Sold Client)

WHAT'S THE SHIPMENT MINIMUM?

Invoices – not purchase orders, but the resulting invoices – within each shipping point (see above) of \$100 at invoice value or greater will ship. Invoices less than \$100 will cycle looking to combine with other orders to reach that level of \$100 or greater.

DO YOU SUPPORT ELECTRONIC ORDERING?

Yes, all Perseus divisions support EDI ordering. We've also partnered with PUBNET. If you would like to learn more about PUBNET, visit www.pubnet.org. Contact your Sales Representative for more information about EDI ordering. SAN information is listed above.

HOW CAN I ACQUIRE YOUR TERMS OF SALE OR BECOME A NEW ACCOUNT?

Visit each division's website to acquire our Terms of Sale and/or our New Account Setup documents, listed below. If you require our W9 Taxpayer Identification Number Form, that's also found on our websites.

www.perseusbooks.com

www.pgw.com

www.cbsd.com

www.perseusdistribution.com

CAN I ACCESS ORDER STATUS AND INVENTORY LEVELS FROM PERSEUS ONLINE?

Yes, we offer access to PRISM, which accounts can access to see both order status and stock on hand. Contact your Perseus Sales Representative for more details if you wish to gain access.

HOW DO I MAKE RETURNS FOR CREDIT?

You should send returns for all divisions to the Edwards Drive warehouse (address below). Our standard return policy applies (see our Terms of Sale for details).

Perseus Distribution
193 Edwards Drive
Jackson, TN 38301

HOW DO I PAY (When Paying in USD\$)?

Please help us keep your account current and accurately applied by specifying your Perseus Bill To number, the invoices that you are paying, the credit memos that you are deducting, and the amounts and reference numbers of any other items that you are paying or deducting. Payment details can be emailed to remit.advice@perseusbooks.com. Thank you!

Sending a check via **Regular Mail**, from ALL locations within the United States:

Perseus Distribution, Inc.
15636 Collections Center Drive
Chicago, IL 60693

Sending a check via **Overnight Payment**:

Bank of America Lockbox Services
Perseus Distribution Lockbox
15636 Collections Center Drive
Chicago, IL 60693

Sending via **Wire Transfer**:

Bank of America
100 West 33rd Street
New York, NY 10001
Account Name: Perseus Distribution, Inc.
Account #: 4426907275
ABA #: 026009593
SWIFT #: BOFAUS3N

Paying via **ACH (US Accounts Only)**:

Perseus Distribution, Inc
Account # 4426907275
ABA # 111000012

New USD\$/CND\$ Payment Info!

To pay via a **Credit Card**, contact the A/R office.

HOW DO I PAY (When Paying in CND\$)?

Please help us keep your account current and accurately applied by specifying your Perseus Bill To number, the invoices that you are paying, the credit memos that you are deducting, and the amounts and reference numbers of any other items that you are paying or deducting. Payment details can be emailed to remit.advice@perseusbooks.com. Thank you!

Sending a check paying in Canadian currency via **Regular Mail**:

Perseus Distribution, Inc T46060
PO Box 46060
Postal Station A
Toronto, ON M5W 4K9

Paying in Canadian currency via **Wire Transfer**:

Toronto Dominion Bank, Toronto
SWIFT BIC: TDOMCATTOR
Bank ID: 004
Transit # 1552
For credit to: Perseus Distribution, Inc.
Account # 5252666

To pay via a **Credit Card**, contact the A/R office.

HOW DO I CONTACT ACCOUNTS RECEIVABLE/CREDIT & COLLECTIONS?

You can contact us via the following:

Phone: (877) 528-1444 or (510) 809-3700 – when prompted, dial “0” and ask for “Credit & Collections.”
Hours: Monday-Friday 8:30 AM – 5:00 PM PST (11:30 AM – 8:00 PM EST)
Email: ar@perseusbooks.com (we will route your query to the appropriate staffer)
Fax: (510) 809-3777