

Ingram Publisher Services Inc.  
One Ingram Blvd.  
La Vergne, TN 37086

May 2, 2016

To our Valued Customers of the former Perseus Distribution, Inc:

On March 31, 2016, Ingram Publisher Services Inc. purchased the distribution assets of Perseus Books Group, including PGW, Consortium, Legato and Perseus Distribution. Ingram acquired the assets of these companies, but not the name Perseus Distribution, Inc. As a result, Ingram must now take steps to convert the name used on business documents, bank accounts, payment remittances and such to Ingram Publisher Services Inc. However, until further notice, everything else about your relationship and business with your former Perseus account will remain the same: your terms and conditions, your ordering method, your contacts for orders, service, invoice questions, your location to send returns, etc.

We apologize for any confusion this requested change may have caused you and we hope the following list of FAQs will assist in explaining the change being requested at this time. For purposes of this explanation, your former account with Perseus will be referenced below as IPS dba Perseus, and your former account with Ingram will be referenced as Ingram Publisher Services.

Frequently Asked Questions:

- 1) **What is the reason for the name change?** *The assets of Perseus Distribution, Inc. were acquired by Ingram Publisher Services Inc. on March 31, 2016, but not the name Perseus Distribution Inc. Until further notice, the former Perseus Distribution operation will continue to sell the same titles and provide the same services as prior to the acquisition, but under the name Ingram Publisher Services Inc. dba Perseus Distribution.*
- 2) **Is the remit-to information for paying invoices from IPS dba Perseus changing?** *Yes. If you are paying in U.S. dollars, either by check or via bank transfer, you will continue to send your payments to the same address/bank account as before. Customers paying in Canadian dollars, British pounds or Euro have new banking instructions which are attached. Remittance detail should still be sent to [ar@perseusbooks.com](mailto:ar@perseusbooks.com). The payee on your remittances should state Ingram Publisher Services dba Perseus Distribution.*
- 3) **Should I combine my payments for my Ingram Publisher Services account with my payment to IPS dba Perseus or vice versa?** *No. IPS dba Perseus and Ingram Publisher Services will not have the ability to receive or process payments intended to pay invoices other than their own. Please keep the payments to IPS dba Perseus separate from any other Ingram Publisher Services payments.*
- 4) **I'm a Canadian customer. How long do I have to change the banking information over to the IPS account at Bank of America in Toronto? What about checks currently in transit to the old account at Toronto Dominion Bank?** *Checks currently in transit will be accepted for deposit at TD Bank without any problem. Although the account will remain open for some period of time to*

*accommodate payments in transit, the account will need to be closed within a matter of a few weeks and we urge you to make the change to the new account as soon as possible.*

- 5) **I have invoices from before the acquisition that are still to be paid, can I pay those with a check payable to Perseus Distribution?** *Yes, we can continue to accept checks payable to Perseus Distribution if you are required to pay in that name in order to clear PD invoices.*
- 6) **We need an IRS Form W-9 for Ingram Publisher Services. Who can provide that?** *Please notify David DiRoma ([David.Diroma@perseusbooks.com](mailto:David.Diroma@perseusbooks.com)) and a W-9 will be e-mailed to you.*
- 7) **I already have an account with Ingram Publisher Services. Does this mean my old Perseus account is combined with my existing IPS account?** *No, your previous Perseus Distribution account will remain separate from your Ingram Publisher Services account and will continue to be the reference point for activity with IPS dba Perseus going forward.*
- 8) **It's confusing having two accounts with the same name but different payment instructions. Can I give them different names to keep them separate, per your requirements?** *We suggest you use the name Ingram Publisher Services dba Perseus Distribution for your former Perseus Distribution account if necessary to keep it separate in your ordering system from your account with Ingram Publisher Services.*
- 9) **What about terms and conditions – will these change?** *At the current time, all of the sales terms and conditions remain unchanged for your purchases on your former Perseus Distribution account.*
- 10) **Where do I send my orders going forward? Do I combine them into a single IPS order?** *No, you cannot combine them for now. Please keep your orders for IPS dba Perseus separate from other Ingram Publisher Services orders. Orders for IPS dba Perseus can be submitted in the same manner as you did prior to the acquisition*
- 11) **Who do I contact for Customer Service issues?** *Customer Service contacts remain unchanged. Specific telephone contacts are indicated on our invoices and the e-mail address continues to be: [Orderentry@perseusbooks.com](mailto:Orderentry@perseusbooks.com).*
- 12) **Has my sales contact changed?** *No, your sales contacts will remain the same. If you do not have an assigned sales representative, please contact Customer Service for assistance.*
- 13) **Who do I call for information regarding payment applications or credit-related questions?** *Credit and Collections for IPS dba Perseus continues to be your former Perseus Distribution point of contact. Please contact your existing credit account manager or call 1-877-528-1444 and ask for Credit and Collections if you do not have a credit account manager.*

**14) Where do I send returns for books I bought from Perseus Distribution?** *The returns address for Perseus titles is 193 Edwards Drive, Jackson, TN 38301*

**15) What about books that I buy from IPS dba Perseus under my former Perseus account number?** *These returns should also go to the Jackson, TN address noted above.*

**16) Will books still be shipped from the Jackson facility or is that going to change?** *Jackson, TN continues to be the origin of all IPS dba Perseus shipments.*

We hope this letter and these FAQs have been helpful in explaining the recent change we requested of you. If you have further questions, please don't hesitate to reach out to your Sales contact, your Credit Contact, or David Diroma ([David.Diroma@perseusbooks.com](mailto:David.Diroma@perseusbooks.com)). Thank you for your continued business with Ingram Publisher Services.

Sincerely,

Phil Ollila  
Chief Content Officer, Ingram Content Group  
President, Ingram Publisher Services