Dear Prospective Customer,

Thank you for your inquiry to purchase from Human Kinetics Inc. Human Kinetics leads the world in providing information related to physical activity. That information takes many forms, from textbooks and their ancillaries, consumer books and journals, to online courses, software and audio-visual products. The information touches the lives of millions of people worldwide who are interested in some form of physical activity, including college students and professors, personal trainers, rehabilitation specialists, athletes, coaches, physical educators, nutritionists, parents, and sedentary people who want to become active.

All prospective customers must meet certain qualifications in order to acquire credit. Our customer credit application must be completed and signed. Please provide sales tax information at time of application or sales tax will be included on all purchases (where applicable).

HK will process your application and notify you of credit status as quickly as possible. Please allow 1-2 weeks processing time under normal circumstances. The more information furnished to Human Kinetics with your application, the quicker it can be processed. If you need an order before the credit process is completed we accept Visa, MasterCard, and American Express. We also accept money orders, and checks drawn on U.S. banks in U.S. funds.

Please complete the following Customer Credit Application and return it to Human Kinetics. Missing information may result in extension of turnaround time for approving your application.

We look forward to a successful partnership!!

Human Kinetics, Inc.
A/R Credit and Collections Department
217-351-5076 Ext. 2920
Fax: 217-351-1549
AR@hkusa.com
**CUSTOMER APPLICATION**

**ACCOUNT INFORMATION**

Account Number ________________________________

(If available)

| Please fax, mail, or e-mail completed application, bank and account information to: |
| HUMAN KINETICS ATTN: A/R Credit and Collections Dept. |
| 1607 North Market Street * P.O. Box 5076 * Champaign, IL 61825-5076 |
| Tel: (217) 351-5076 Fax: (217)351-1549 Email: AR@hkusa.com |
| Website: http://www.humankinetics.com |

**1. BUSINESS INFORMATION**

If supplying information on your own form please fill out, sign request for bank credit information (Page 3), **AND SIGN THE BOTTOM OF PAGE 4**

| Legal Business Name ________________________________ |
| FEIN # ________________________________ D & B # ________________________________ |
| DBA ________________________________ Phone# ________________________________ Fax# ________________________________ |

Contact Person: ________________________________ Title: ________________________________

Street Address ________________________________ City ________________________________ State ________________________________ Zip ________________________________

Additional Locations - Please attach list.

| Years in business under current ownership ______ |
| E-mail address ________________________________ |

**Form of Organization:**

| Proprietorship _____ Partnership _____ Corporation _____ LLC _____ Non-Profit _____ |

**Type of Business:**

| Wholesaler _____ Bookstore _____ Educational _____ Online Store _____ Catalog _____ |
| Medical _____ Instructor _____ Government _____ College Owned Bookstore _____ Other __________________ |

**Name, Title, Phone, & E-mail Address of Principals/Officers**

____________________________________________________________________________ |
| ________________________________________________________________________________ |

| Do any unsatisfied Judgments exist? ___Yes ____No |
| Have you ever-filed Bankruptcy ___Yes ___No (if YES, Please attach explanation) |

| SALES TAX RESALE CERTIFICATE NUMBER (MANDATORY) ________________________________ |
| STATE: ________________________________ |

| ATTACH COPY OF CERTIFICATE/SALES TAX EXEMPT FORM TO THIS APPLICATION |

**2. Trade References - List 3 or more with at least six (6) months of activity and for products not services (credit cards and utilities not acceptable)**

- Pearson Education Upper Saddle River NJ Fax: 201-256-0000
- McGraw-Hill Columbus OH Fax: 614-755-5645
- John Wiley & Sons Somerset NJ Fax: 732-302-2201
- Random House Westminster MD Fax: 410-386-7439
- Lippincott Williams & Wilken Philadelphia PA Fax: 215-521-8552

- Company: ________________________________ E-Mail: ________________________________ Credit Dept. Fax: ________________________________
- Company: ________________________________ E-Mail: ________________________________ Credit Dept. Fax: ________________________________
- Company: ________________________________ E-Mail: ________________________________ Credit Dept. Fax: ________________________________
REQUEST FOR BANK CREDIT INFORMATION

Bank Name: ____________________________
Address: ______________________________
Fax: ________________________________

This information is requested for use in the extension of credit for business purposes only. It will be held in the strictest of confidence.

I hereby authorize the release of the information below to Human Kinetics Inc.

________________________________________
(Business Name and Address)

(Signature of Applicant)

Customer is requesting/we are inquiring for:
1. ☐ New Account
2. ☐ Increase to credit limit
3. ☐ Reestablish

Inquiry by: ____________________________
Title: ____________________________
Date: ____________________________

Our Experience with this account:

Date(s) Opened: ____________________________
Average Balance: ____________________________
High Balance: ____________________________
# Of times NSF in last 6 months: ____________________________
If foreign Bank, Currency type: ____________________________

Account rating: ☐ Good ☐ Fair ☐ Poor
Comments: ____________________________________________
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Thank you for your cooperation
Human Kinetics Account Information

Credit is subject to approval. Terms and limit will be set at time of approval.
All payments must be made in United States funds drawn on a United States banking institution.
Payments by MasterCard, Visa, or American Express are accepted with the following required information: card number, expiration date, name on card, billing address, and telephone number.
Account terms are from invoice date. Credit hold may be placed on any past due account. Human Kinetics reserves the right to change any open account to prepay at any time.
A service charge will be applied to the account for any check returned by the bank for any reason. The account will be on credit hold until payment via certified check, money order, or credit card (including service charges) is received.
I/We understand that Human Kinetics must be notified in writing of any change in ownership, the name of the business or structure of the business under which credit is established.
In the event payment is not made and our account is referred to a collection agency, we will pay all attorneys’ fees resulting from such action.

Purchase Orders/Placing an Order:
Fax: 217-351-1549
Phone: 800-747-4457
Mail: 1607 N. Market St.
P.O. Box 5076
Champaign, IL 61825-5076
Email: Orders@hkusa.com

Remittance Address:
Please remit payment to our lockbox:
Human Kinetics Inc
9224 Paysphere Circle
Chicago, IL 60674

Shipping:
Unless otherwise instructed by the customer, all orders are shipped within 2 working days via UPS, FedEx, or motor freight providing account is in good standing.

Backorders:
HK will supply or cancel backorders at your preference. Unless notified otherwise, backorders will be automatic for all qualifying titles. Customer is responsible for shipping costs associated with backorders.
All backorders are cancelled after 6 months.

Return Policy:
Permission not necessary
Not before 3 months or after 12 months from invoice date
Address for return shipments:
Human Kinetics, Inc.
Returns Department
1607 N. Market St.
Champaign, IL 61825-5076

Books returned in non-resalable condition will not receive credit. These books will be kept for 30 days awaiting your UPS call tag. Your credit memo number must be referenced on the call tag.
Full credit (excluding shipping/handling) for books returned with invoice information
Books returned without invoice information receive 47% of list price

Damaged, Short/Incorrect Shipments or, Non-Receipt, Discount Questions:
Claims must be made within 14 days from the date of invoice
Please contact Customer Service to resolve your claim via:
• Phone: 800-747-4457  • Fax: 217-351-1549  • Email : info@hkusa.com

Statement, Sales Tax, Account Status Questions:
Please contact Accounts Receivable:
• Phone: 800-747-4457  • Fax: 217-351-1549  • Email : ar@hkusa.com

The preceding information is for the purpose of obtaining credit and is warranted to be true. I/We hereby authorize Human Kinetics Inc. to investigate all references and customary credit information sources regarding my/our credit and financial responsibility. Applicant’s signature attests financial responsibility, ability and willingness to pay in accordance with above terms.

Signature__________________________ Print__________________________ Date____________