

## CORPORATE HEADQUARTERS

2194 Highway A1A, Suite 208  
Indian Harbour Beach, FL 32937  
321-425-3030 Main  
866-547-1895 Toll Free

This address is to be used for all written communications, requests and mailing in payments

Paxen Publishing is a registered corporation in the state of Florida.

FEIN: 47-1444198  
DUNS: 081208005

Enclosed in this packet you will find a W9 to assist you in establishing us as a new Vendor. If there are any other forms or information you require in order to complete the new vendor set up process, please let us know by calling the main number listed above, or email the forms and the request to [vmasa@paxenpublishing.com](mailto:vmasa@paxenpublishing.com)

If you have questions on placing a purchase order please refer to your Region Account Executive. (contact information and map on page 2)

Dialing our main number 321-425-3030 or our toll free 866-547-1895:  
General questions and sales orders questions ext 101  
Billing related questions ext 102  
Accounts payable questions 103  
Customer service ext 104  
Customer service can help with sales order and shipment tracking

## WAREHOUSE AND FULFILLMENT CENTER

BRM c/o Paxen Publishing  
401 Commerce Blvd  
Oldsmar, FL 34677

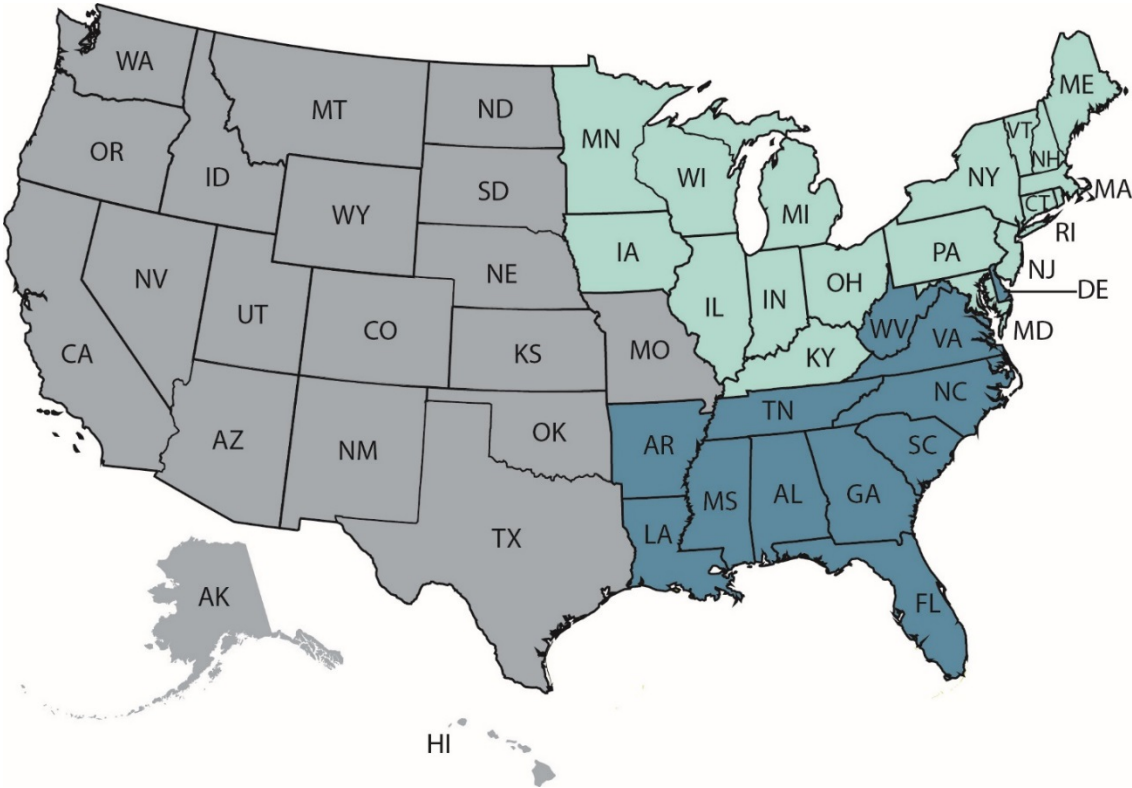
This address is to be used for material returns with prior approved RMA

## ACCOUNT EXECUTIVE TERRITORIES

Please forward order forms or purchase orders to [sales@paxenpublishing.com](mailto:sales@paxenpublishing.com).

You can also visit our online store at

[www.paxenpublishing.com](http://www.paxenpublishing.com)



West/Mid-West Region - Heather Morrison 512.789.8240 [hmorrison@paxenpublishing.com](mailto:hmorrison@paxenpublishing.com)

Northeast Region - Jayne Schultz 952.838.5644 [jschultz@paxenpublishing.com](mailto:jschultz@paxenpublishing.com)

Southeast Region - Deanna Crosson 251.284.6665 [dcrosson@paxenpublishing.com](mailto:dcrosson@paxenpublishing.com)

### MAIL

Please enclose this order form with your purchase order and mail to the Customer Service Center.

**Paxen Publishing**  
**Customer Service**  
**2194 Highway A1A, Suite 208**  
**Indian Harbour Bch, FL 32937**

### PHONE

To order, or for customer service, call **866.547.1895**

### ONLINE

To order online, visit **www.paxenpublishing.com**

Date \_\_\_\_\_

Purchase order # \_\_\_\_\_

METHOD OF PAYMENT:  Check  Money Order  Bill our account  Pay with a Credit Card

For Credit Card orders, please first submit your order at sales@paxenpublishing.com.

When your order is ready for payment we will contact you, please provide us with a direct number.

Please select the method of shipment below:

Allow 48 hours for order processing.

UPS Ground (add 10.5% of order value or a \$10.00 minimum)

UPS 2nd Day Air (add 16% of order value or a \$10.00 minimum)

#### Bill to:

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_

Phone \_\_\_\_\_

District/Other \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Send to:

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_

Phone \_\_\_\_\_

District/Other \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If ordering technology: Technology Coordinator Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

By placing an order with Paxen Publishing (using this Order Form or any other means), you agree to the terms of this Order Form, including the attached Standard Terms and Conditions, as of the date of your order.

ISBN-13	Description/Title	Quantity	School Price*	Total

\* School Price includes the regular educational discount (Shipping Service Fees additional). Shipping Services Fees are prepaid and added to the invoice as a separate item. If payment for educational materials is included with your order, please add 10.5% or a minimum of \$10.00, whichever is greater, to cover standard transportation and handling costs. Customers may call 866.547.1895 for a transportation quote for large orders. State and local taxes should be added where they apply. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. All orders are subject to our standard terms and conditions.

**Subtotal**

10.5% to cover standard transportation and handling costs (minimum of \$10.00)

State and local taxes, if tax exempt please attach a certificate to this order form

**TOTAL**

# Standard Terms and Conditions

## ORDERING METHODS

### ONLINE

Use the product categories to browse through our products. When you find an item to purchase, indicate the quantity and click the "Add to Cart" button. When you are ready to checkout, log into your account or use our "guest checkout" feature. You must have a purchase order number and a credit card to complete the transaction. All transactions are made using a secure site to protect your information. If you have a promotion code, be sure to enter it where indicated at checkout.

### PHONE

Call us toll free at 866-547-1895. Our customer service representatives are ready to assist and answer any questions. For quicker processing, have your item number ready when you call.

### BY MAIL

Send your purchase order or completed order form to the following address:

Paxen Publishing  
2194 Highway A1A, Suite 208  
Indian Harbour Bch, FL 32937

### BY EMAIL

Complete our order form or send us your purchase order to [sales@paxenpublishing.com](mailto:sales@paxenpublishing.com)

## ORDER PROCESSING

We process all orders within 48 hours of receipt and ship via UPS. Please note that UPS does not ship to P.O. box number.

## INDIVIDUAL ORDERS

For purchases from an individual, prepayment is required in the form of a credit card. We accept American Express®, Discover®, MasterCard® and Visa®. We also accept money orders and/or checks made payable to Paxen Publishing.

## RESELLERS

In order to protect the security and integrity of materials that are intended to be used and administered only by professional educators, it is the policy of Paxen Publishing to ship certain materials only to teachers, schools, school districts and home schools. Individuals placing orders may be asked to furnish a teaching certification in order to ensure against students ordering teacher materials and to protect our customers. When ordering, include your school address and position. Authorized resellers of Paxen Publishing and its subsidiaries are required to order materials using the agreements and procedures applicable to them.

## METHODS OF PAYMENT

All orders require a prepayment unless you're using an organization Purchase Order that includes an authorize representative signature. We accept the following credit cards: American Express®, Discover®, MasterCard® and Visa®.

## PRICES

Prices are subject to change without notice.

Prices quoted are school prices and apply to the education customers of Paxen Publishing. Prices are subject to change without notice and do not include transportation charges unless otherwise stated. Additionally, prices do not include sales tax. Applicable sales tax, if any, will be added to the invoice unless an appropriate tax exemption certificate has been furnished to Paxen Publishing. All orders will be filled at prices in effect upon receipt of your order.

Non-educational customers may obtain the list price by calling Paxen Publishing at 866-547-1895.

## PAYMENT TERMS

Accounts must be paid net 30 days. Purchasers who do not have accounts should include payment with the order, including 10.5% to cover shipping and handling service fees, and tax if applicable. A tax exempt certificate must be received to apply tax-exempt status to new accounts. Purchase order numbers with signature of authorized representative are required if billing net 30 days is requested.

## CREDIT CARD ORDERS

For credit card orders on VISA®, MasterCard®, Discover® Card, or American Express®, please go online at [paxenpublishing.com](http://paxenpublishing.com) or call our customer service

department at 866.547.1895. You will need to provide the name as it appears on the credit card, credit card number, cardholder's full billing address, expiration date of the card, security (CVV) code, and a daytime phone number. All credit card orders must include shipping service fees plus applicable sales tax.

## PURCHASE AUTHORIZATION.

By ordering Products, Purchaser represents and warrants that it has complied with any and all of its own requirements necessary to authorize the purchase. Purchaser is solely responsible for all purchase decisions, including purchase order authorization and guarantee of payment.

## TRANSPORTATION AND HANDLING COSTS

For catalog orders, we ship F.O.B. shipping point (whether a Paxen Publishing facility or a third party facility). Shipping costs quoted are estimates and may vary from the actual costs. The cost of shipping is calculated by taking the school price and adding 10.5%. Minimum charge \$10.00. Please allow three weeks for normal delivery. Expedited delivery is available for an additional fee.

## RETURNS OF PRODUCTS

All materials, in saleable condition, may be returned for credit or a full refund, minus shipping charges, within 60 days of purchase only after an RMA has been processed and approved. Materials returned after 60 days of purchase will be subject to a 20% restocking fee and will also require an approved RMA. You may contact us to start processing an RMA via phone at 866.547.1895 or via email at [customerservice@paxenpublishing.com](mailto:customerservice@paxenpublishing.com). When you ship back the materials please enclose in the packing slip your original invoice and the approved RMA form. If no invoice, packing slip or return authorization is included, you will be charged a 20% restocking fee. For your protection, send the materials by an insurable method and properly package your return before shipping. All software and digital products are non-returnable. We do not accept returns for materials purchased over one year or for materials that are out of print. Please ship any returns to:

BRM c/o Paxen Publishing  
401 Commerce Blvd  
Oldsmar, FL 34677

## REVIEW COPIES

To request review copies and or catalogs please call 866-547-1895 or email us at [customerservice@paxenpublishing.com](mailto:customerservice@paxenpublishing.com) to identify your Regional Account Executive.

Paxen Publishing prohibits reproduction of our materials, unless otherwise stated. To request permission to photocopy, duplicate, reprint, or otherwise reuse our material, please contact us.

## EQUAL OPPORTUNITY CLAUSE.

Pursuant to Presidential Executive Order 11246, as amended by Presidential Executive Order 11375, the Vietnam Era Veterans' Readjustment Act of 1974 and the Rehabilitation Act of 1973 as amended, Paxen Publishing does not and Purchaser shall not engage in any discriminatory practices based on race, color, religion, national origin, or physical or mental handicap. To the degree they are applicable, the following provisions are incorporated herein by reference and are binding upon Paxen Purchasing and Purchaser as if set forth fully at length herein: 41 CFR 60-1.4; 41 CFR 60-250.4 and 41 CFR 60-741.4.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  <b>Paxen Publishing, LLC</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <b>P</b></p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.  <b>2194 Hwy A1A Suite 208</b></p> <p><b>6</b> City, state, and ZIP code  <b>Indian Harbour Beach FL, 32937</b></p>	<p>Requester's name and address (optional)</p>
	<p><b>7</b> List account number(s) here (optional)</p>	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
<b>or</b>										
<b>Employer identification number</b>										
4	7		-	1	4	4	4	1	9	8

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>4/4/18</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*