



WORKING WITH GARDNERS

CPI PARTNERSHIP FORM

This form is for publishers who don't currently have a trading relationship with Gardners but would like to supply their titles to us using the CPI POD model

Please complete the questions below and return this form to gail.harbour@gardners.com.

YOUR INFORMATION

COMPANY NAME
CONTACT NAME
ADDRESS
EMAIL ADDRESS
CONTACT NUMBER

- All of your ISBNs need to be registered with Nielsen - please confirm: Yes No
- All of your ISBNs need to be English and the books printed in English - please confirm: Yes No
- How many titles do you have?
- What marketing are you doing in the UK/Europe?

- What are your sales achieved so far:

Titles:	YTD	Last Year
Volumes:	YTD	Last Year
- Who is your end customer?

Retail	Education	Library	Online
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- You must inform us by spreadsheet of any price and availability changes, are you able to do this? Yes No
- Publisher to complete our [New Title Spreadsheet](#) with bibliographic details, are you able to do this? Yes No

INVOICING DETAILS

Publishers to send Gardners an invoice at agreed terms that matches the titles and quantities that CPI have delivered to us. All invoices to include the following detail: This is a CPI order, order reference (D ref from CPI) order date.

SUGGESTED INVOICE TEMPLATE

INVOICE

DATE: [ENTER DATE]
INVOICE NUMBER [ENTER INVOICE NO]
CPI D ORDER REF THIS IS A CPI POD ORDER

YOUR NAME/COMPANY

[STREET NAME]
[LOCALITY NAME]
[TOWN/CITY]
[POSTCODE]

[PHONE & EMAIL]

BILL TO:

[CLIENT'S NAME OR COMPANY NAME]
[STREET NAME]
[LOCALITY NAME]
[TOWN/CITY]
[POSTCODE]

ISBN	QTY	DISCOUNT	RRP	TOTAL

TOTAL AMOUNT DUE

SEND PAYMENT TO:

[NAME]
[BANK NAME]
[BANK ACCOUNT NUMBER]
[OTHER BANK INFO]