

# DOUGLAS & MCINTYRE

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## HarperCollins Canada Account Set-Up Form

To order books published by Douglas & McIntyre, Greystone Books or Farrar, Straus & Giroux, you will need to set up an account with our distributor, HarperCollins. They handle all of our shipping and invoicing. Please follow these steps to set up an account:

1. Please speak to your Douglas & McIntyre sales representative about title availability and cost.
2. Fill out the HarperCollins Canada Account Application form.
3. Include your initial order and payment with your account application and mail or fax to the attention of :

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Fax: 416-975-5233 Email: [alicia.edwards@harpercollins.com](mailto:alicia.edwards@harpercollins.com)

The minimum initial order is \$200 retail value.

HarperCollins accepts VISA, MasterCard or cheque for your initial order. All future orders are subject to terms of net 30 days.

If you require a pro-forma invoice in order to get a cheque issued, please allow an extra 24-48 hours for processing.

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4. Allow 3-4 weeks for account set-up and your first delivery, depending on your location within Canada.

To check on the status of your initial order, please call your Douglas & McIntyre sales representative. If you have a GST Exemption, you must submit your documentation with your account application.

Our sales representatives are listed at the back of our catalogues, and at [www.douglas-mcintyre.com](http://www.douglas-mcintyre.com).

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