

APPLICATION FOR AN ISBN PUBLISHER PREFIX

FOR AGENCY USE ONLY

SYMBOL: _____

PREFIX: _____

PLEASE PRINT OR TYPE:

Company/Publisher Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Toll Free Number: _____ Telex Number: _____

E-MAIL: _____ Web Site: _____

Fax-on-Demand: _____ Toll Free Fax: _____

If P.O. Box Indicated, Local Street Address is Required:

Company Position: _____ Phone Number: _____

Name of Rights & and Permissions Contact: _____

Title: _____ Phone Number: _____

Name of ISBN Coordinator/Contact: _____

Title: _____ Phone Number: _____

Division or Subsidiary of: _____

Imprints: _____

PAYMENT: A NON-REFUNDABLE PROCESSING SERVICE CHARGE
PRIORITY PROCESSING SURCHARGE \$50

<u>ISBN PREFIX BLOCK</u>	<u>REGULAR PROCESSING FEE</u>	<u>PRIORITY PROCESSING FEE</u>
10 ISBNs	\$205.00	\$255.00
100 ISBNs	\$500.00	\$550.00
1,000 ISBNs	\$750.00	\$800.00
10,000 ISBNs	\$1,500.00	-
100,000 ISBNs	\$12,500.00	-

Fee Waiver:

Applicants requesting a fee-waiver MUST provide a list of titles and formats along with 501(C3) and mission statement documents.

Failure to provide this title list will delay Agency processing.

Check/Money Order enclosed. Make payable to "Tri-State Litho"

Charge: American Express Visa Master Card

Card Holder Name: _____

Account #: _____ Expiration Date: _____

Total amount enclosed or charged: _____

Authorized signature: _____ Date: _____

*** Note: Credit Cards are the preferred form of payment**

PUBLISHING INFORMATION:

1. Indicate year you started publishing: _____

2. Indicate what type of products you produce (circle):

Books Videos Spoken Words on Cassette/CD

Software Mixed Media

Other - Please specify: _____

3. Book Subject Area (circle):

Children's Law Medical

Religious Sci-Tech

Other - Please specify: _____

DISTRIBUTION INFORMATION:

1. Do you distribute for, or are you distributed by, any other company?

Yes: _____ No: _____. If yes, please provide full company name, address and ISBN Publisher Prefix (if any):

PROCESSING INFORMATION:

Your application for an ISBN Publisher Prefix will be processed ONLY if you include the following:

1. Completed application
2. Payment

*** Note: Credit Cards are the preferred form of payment**

The ISBN U.S. Agency will not provide an ISBN by telephone or fax. Processing time for an ISBN application is 10 business days (Saturdays and Sundays and holidays are not business days) from the date of our receipt of the completed form. This means that the application is in house for that length of time; ISBNs will be mailed to publishers after this processing period is completed (provided there are no problems with the application).

PRIORITY PROCESSING:

If you intend to ask the agency for a faster turn around time, a priority charge of \$50 applies and must be added to the service charge fee. Priority service includes return, within 72 business hours of receipt, of your ISBN Publisher Prefix and ISBN log book (provided there are no problems with the application).

If you are requesting priority service and would like your ISBN log book e-mailed, please provide the e-mail address to where it should be sent: _____

Please Note: The priority service is either by e-mail or courier service, but NOT both.

WAIVING OF THE SERVICE CHARGE:

Your firm may apply for a waiver of the service charge if your firm has been granted a 501 (C3) charitable/philanthropic tax exemption status & your firm can supply a statement of your charitable/philanthropic mission. Your firm must supply documentation on BOTH to be eligible for a fee waiver. If you request a waiver of the service charge and require priority processing, a charge of \$50.00 does apply.

Return the application and payment to:

**R.R. Bowker
630 Central Avenue
New Providence, New Jersey 07974
Phone: (908) 219-0280**