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Website: www.BahaiBookstore.com

Local Spiritual Assembly Authorization Form

(All registered groups must use the other side of this form)

Bahá'í Community Name _____ **Locality Code** _____

Check Appropriate Category: ☐ New Account ☐ Established Account—BDS Account # _____

Please complete and return form to the address above. In order to protect the security of your Assembly's account, we require a written authorization form on file. Individuals who are not listed on the authorization form **will not** be able to receive shipments. **Authorization forms must be updated annually after Ridván elections or whenever there is a change in officers and/or Publication Coordinator.**

- The community's mailing address on file with the Bahá'í National Center will be used for mailing invoices, statements and all correspondence.

The shipping address below will be used for all orders unless otherwise requested by the person placing the order. **This must be a street address for UPS deliveries.**

Publication Coordinator Name _____

Street Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Email _____

Print the names of other community members who may also order on this account.
Additional names can be listed on a separate sheet if necessary.

_____ _____

_____ _____

_____ _____

_____ _____

All new accounts are established with a $1000 credit limit (unless a lower credit limit is requested), a 10% opening discount and 30-day terms. Credit limits are subject to change based on account activity. **Invoice amounts must be paid within 30 days from the invoice date or the account will be placed on hold.** Placing the account on hold will interrupt your ability to order books and teaching materials in the future until the overdue balance has been paid.

Corresponding Secretary's Name (printed) _____

on behalf of the Local Spiritual Assembly of _____.

Corresponding Secretary's Signature_____ date _____

Any updates made to this account must be done in writing on a new authorization form.
Please keep a copy of the completed form for your records.

Bahá'í Distribution Service

415 Linden Avenue ▪ Wilmette, Illinois ▪ 60091-2884 ▪ USA
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Registered Group Authorization Form

(All Local Spiritual Assemblies must use the other side of this form)

Bahá'í Community Name _____ **Locality Code** _____

Check Appropriate Category: ☐ New Account ☐ Established Account – BDS Account #_____

Registered Bahá'í groups must have institutional sponsorship for this account. Please complete and return this form to the above address. In order to protect the security of your group's account, we require a written authorization form on file. Individuals who are not listed on the authorization form **will not** be able to receive shipments. **Authorization forms must be updated annually following Assembly elections each Ridván or if there is a change of sponsoring Assembly or Publication Coordinator.**

- The group's mailing address on file with the Bahá'í National Center will be used for mailing invoices, statements and all correspondence.

The shipping address below will be used for all orders unless otherwise requested by the person placing the order. **This must be a street address for UPS deliveries.**

Publication Coordinator Name _____

Street Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Email _____

Print the names of other community members who may also order on this account.
Additional names can be listed on a separate sheet if necessary.

_____ _____

All new accounts are established with a $1000 credit limit (unless a lower credit limit is requested), a 10% opening discount and 30-day terms. Credit limits are subject to change based on account activity. **Invoice amounts must be paid within 30 days from the invoice date or the account will be placed on hold.** Placing the account on hold will interrupt your ability to order books and teaching materials in the future until the overdue balance has been paid.

This section is required for sponsoring assembly information. Note: Sponsorship entails accepting financial responsibility for the account in the event of unpaid overdue balances. Your Local Spiritual Assembly will be notified if the registered group's account becomes past due. Your community's mailing address on file with the Bahá'í National Center will be used for mailing invoices, statements and all correspondence.

The Spiritual Assembly of _____ accepts financial responsibility for the account of the _____ registered group in the event of unpaid overdue balances.

Corresponding Secretary's Name (printed) _____ on behalf of the Local Spiritual Assembly of _____.

Corresponding Secretary's Signature_____ date _____

Spiritual Assembly of the Bahá'ís of _____ Locality Code _____

Daytime Phone _____ Email _____

Do you wish to set a credit limit? **N** or **Y** if Y, specify amount $_____ 5.11.2006

Any updates made to this account must be done in writing on a new authorization form.
Please keep a copy of the completed form for your records.