



Books <sup>by</sup> the Bushel

## **Prepaid Account Set Up Instructions**

1. Fill in all information on page 1 of the Prepaid Account Form for the person/entity providing the prepaid funds
2. Use page 2 "Site Form" to list the sites/programs the funds will be used for. For more than 3 sites please make copies of the "Site Form"
3. Email, Phone Fax or Mail in your Form
4. Books By The Bushel will email you confirmation of receipt of funds
5. Once the prepaid funds are received, Books By The Bushel will add them to the designated sites account, or create a new account if the site has not ordered with us
6. New sites will be emailed their log in details, available funds and instructions on how to order using their prepaid funds

## **To Use Your Prepaid Funds**

- Log into your account at [www.booksbythebushel.com](http://www.booksbythebushel.com)
- You will find your available funds by clicking the account link on the top left of the screen, your balance will be listed mid-way down the page under "Store Credit"
- Browse our site, place items in your cart and go to the check out screen
- Your payment method will default to "Pay using my store credit" and will list the amount on account, along with the amount remaining after this purchase

***It's that easy!***

Questions? Call us at 1-877-251-6598



# Books by the Bushel

## Prepaid Account Form

**Billing Information:** (Person/Entity sending prepaid funds)

Program Name	
Contact Name	
Phone Number	
Email Address	
Billing Address	

**Payment Method:**

<input type="checkbox"/>	<b>Check/Money Order</b>	Please make checks/money orders payable to Books By The Bushel, LLC. We will email you a confirmation of receipt of funds
<input type="checkbox"/>	<b>Credit Card</b>	Card Type:
		Name on Card:
		Card Number:
		Expiration Date (mm/yyyy):
		Authorizing Signature:

We strongly encourage you to call in your credit card (1-877-251-6598) information for added security. We accept Visa, MasterCard, American Express and Discover.

**Submit Form:**

Email	Phone	Fax	Mail
cc@booksbythebushel.com	1-877-251-6598	1-877-405-3018	Books By The Bushel PO Box 261 Versailles OH 45380



# Books by the Bushel

## Prepaid Account Form-Site Form

Use this form to let us know who will be ordering the books. You can designate as many sites as you need. We will create accounts for each site, email them log in details and the amount of funds available in their prepaid account.

**For more than 3 sites, make copies of this form**

**Site Information:** (Who the prepaid funds are for)

Program Name	
Contact Name	
Phone Number	
Email Address	
Shipping Address	
Prepaid fund amount for this site:	\$

**Site Information:** (Who the prepaid funds are for)

Program Name	
Contact Name	
Phone Number	
Email Address	
Shipping Address	
Prepaid fund amount for this site:	\$

**Site Information:** (Who the prepaid funds are for)

Program Name	
Contact Name	
Phone Number	
Email Address	
Shipping Address	
Prepaid fund amount for this site:	\$