



## INSTRUCTION FORM FOR RETAIL LOCATIONS

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Welcome to the Catholic Productions, LLC instruction form for becoming an official retailer for any and all of Catholic Productions' merchandise. Here at Catholic Productions we want to make this process easy and simple for everyone, so we have put together the following guidelines for ordering product for re-sale at your retail location:

### To Apply to become a Retail Distributor

1. Please print out the **Business Identity Form**, which can be downloaded from our website at [www.CatholicProductions.com](http://www.CatholicProductions.com) (or call to have it faxed), fill out the appropriate information, and fax it to the number provided below. This form is simply to provide us basic information to confirm that your company exists and exists at the location stated on the form.
2. After your **Business Identity Form** has been received, we will contact you to inform you as to whether or not we will be able to supply your retail location with our product. At which point, upon acceptance, you may begin placing orders at your discretion.

### To Place Orders upon Acceptance as a Retail Distributor

1. Please print out the **Retail Distributor Order Form**, which can be downloaded from our website at [www.CatholicProductions.com](http://www.CatholicProductions.com) (or call to have it faxed) and fax the order form to the number provided below. This order form *must* be signed *and* dated by an authorized buyer listed on the **Business Identity Form**. Discount terms, perquisites, and shipping information are available on the **Retail Distributor Order Form**.
2. Once we have received your order form for the first time, we will contact you to receive payment information. At Catholic Productions, we are trying to make payment arrangements as simple as possible, so we have elected to take orders via credit card only at this time, unless otherwise authorized by a Catholic Productions Manager.
3. After your credit card information has been received on your initial order, we will keep your information on file and simply ship out orders immediately upon receipt of order forms in the future.