

## MARYLHURST UNIVERSITY BOOKSTORE

### VIRTUAL WAREHOUSE

17600 Pacific Highway (Hwy. 43)  
P.O. Box 261 • Marylhurst, OR 97036-0261  
503.699.6245 • 1.800.634.9982, ext. 6245  
email: MUVW@marylhurst.edu  
Web site: www.marylhurst.edu



## MARYLHURST UNIVERSITY VIRTUAL WAREHOUSE MEMBERSHIP AGREEMENT & APPLICATION

The Marylhurst University Virtual Warehouse program (MUVW) pays Vendor 65% of the retail cost. Checks will be issued after five (5) units are sold or every three months at the discretion of the Marylhurst University Bookstore.

Policies, terms, etc., of this agreement are subject to change or modification when necessary. Vendors will be informed of any changes at the earliest opportunity.

Vendors need to submit a completed MUVW application and a product sample which will be reviewed. Marylhurst University Bookstore will notify Vendor within three weeks of date received.

There are no membership fees for this service.

Marylhurst University Bookstore reserves the right to terminate this agreement and offer the same courtesy to Vendors.

Marylhurst University Bookstore does not accept responsibility for loss of product until after it has been signed for by a Bookstore employee.

The Vendor is responsible for shipping costs incurred by the Marylhurst University Bookstore to return defective or unordered product.

The Marylhurst University Bookstore has limited personnel and will be unable to provide Vendor with updates on how much product is in inventory, except as noted above when checks will be issued. Marylhurst University Bookstore will place orders two weeks in advance of the need for new in-store inventory.

Customer returns will be re-sold by the Marylhurst University Bookstore wherever possible.

In the event Marylhurst University Bookstore decides that lack of sales no longer justifies a continued relationship, the Vendor is responsible for shipping costs for returned product.

Vendor may terminate this agreement at any time but remains responsible to fill any existing orders at the time of termination.

Marylhurst University Bookstore will send all orders and communication to Vendor at the email address listed in Vendor's application.

All questions relating to Vendor's account should be sent to MUVW@marylhurst.edu.

# MARYLHURST UNIVERSITY VIRTUAL WAREHOUSE VENDOR APPLICATION

VENDOR NAME \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address (REQUIRED) \_\_\_\_\_

Web Site (if available) \_\_\_\_\_

Social Security or Tax ID Number \_\_\_\_\_

TITLE OF BOOK, CD, OR DVD \_\_\_\_\_

Author Name (if different from Vendor) \_\_\_\_\_

Format of Product (Book Compact Disc DVD) \_\_\_\_\_

Please describe the product in a short paragraph that we may use to market your work.  
(If you are submitting more than one piece, describe each product.)

Please describe yourself in a short paragraph that we may use to market your work. Our catalog will be updated once or twice a year; if something significant occurs (winning an award, for example), let us know.

What is your relationship to Marylhurst University?

\_\_\_\_ Student \_\_\_\_ Former Student \_\_\_\_ Alumni \_\_\_\_ Faculty \_\_\_\_ Staff

I have read and hereby agree to the terms of the Membership Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send this signed *Agreement and Application Form* with 1 unit of your work to:  
Michael Whelan  
Marylhurst University Bookstore  
17600 Pacific Highway (Hwy. 43)  
Marylhurst, OR 97036-0261