

ISBN APPLICATION FORM

Valid for 2016

Please read the accompanying notes. Please use **BLOCK CAPITALS** and **BLACK INK** throughout. If you have had ISBNs before, you will need a different form. Please contact the Agency.

PUBLISHER INFORMATION (see page 4 of the accompanying notes)

IMPORTANT: Publisher details and book details **WILL** appear on the Nielsen Book database and will be sent to the British Library. If you do not want contact details to show on Nielsen Book's data products, please tick Yes/No as appropriate below. In order to receive orders online and for us to contact you we recommend a minimum of an email address.

Publishing Name: _____

Publishing Address: _____ Show this data? **Y** **N**

City/Town: _____

Postcode: _____

COMMUNICATION DETAILS (see page 4 of the accompanying notes)

Telephone: _____ Show this data? **Y** **N**

Fax: _____ Show this data? **Y** **N**

Email: _____ Show this data? **Y** **N**

Website: _____ Show this data? **Y** **N**

If you are publishing a product downloadable from your own website you must provide the site address. For other downloads please enter e.g. Amazon, Apple, Kobo, Nook etc.

Contact name: (not shown on Nielsen data products): _____

VAT Number (Ireland only): _____

FOR OFFICE USE ONLY

Org id: _____ Prefix: _____

Date Rec'd: _____ Notification: _____ Artemis: _____ Category: _____

BP: _____ Sales Order: _____ Invoice: _____

PUBLISHING INFORMATION (see page 5 of the accompanying notes)

How many titles are scheduled for publication in the foreseeable future (e.g. 2-3 years)?
 (If you plan to publish more than 10 titles in the next 2 years, we advise that you apply for a larger allocation).

PAGE SAMPLES (see page 5 of the accompanying notes)

Enclose photocopies/drafts of the title page and title page verso of the first publication requiring an ISBN. The title page verso must display a publisher statement. Below are examples:

Example Title Page:
TITLE OF PUBLICATION
Subtitle if applicable.
 By Author Name

Example Title Page Verso:
 Published by Publishing Name.
 Copyright © Copyright Holder

If you are not publishing a traditional book, please enclose a sample with the title and publisher statement, such as the insert for a CD.

SERVICE

ISBN Prices 2016

Please select a service

Emailed lists are in Microsoft Excel and supporting documentation is in PDF. An active email address is required on page 1 of this form if you are having your numbers emailed.

	STANDARD SERVICE 10 WORKING DAYS			FAST TRACK 3 WORKING DAYS			SUPER FAST TRACK SAME DAY FOR APPLICATIONS RECEIVED BEFORE 13:00pm		
	Price	VAT*	TOTAL	Price	VAT*	TOTAL	Price	VAT*	TOTAL
EMAIL - 10 ISBNs	£124.17	£24.83	£149.00	£186.67	£37.33	£224.00	£309.17	£61.83	£371.00
EMAIL - 100 ISBNs	£293.33	£58.67	£352.00	£355.83	£71.17	£427.00	£478.33	£95.67	£574.00
EMAIL - 1K ISBNs	£797.50	£159.50	£957.00	£860.00	£172.00	£1,032.00	£982.50	£196.50	£1,179.00
	Price	VAT*	TOTAL	Price	VAT*	TOTAL			
POST - 10 ISBNs	£124.17	£24.83	£149.00	£186.67	£37.33	£224.00			
POST - 100 ISBNs	£333.33	£66.67	£400.00	£395.83	£79.17	£475.00			
POST - 1K ISBNs	£837.50	£167.50	£1,005.00	£900.00	£180.00	£1,080.00			

*VAT is not charged if you are based in the Channel Islands or if you have an Irish VAT number

HOW TO PAY (For Super Fast Track – card payments only)

Please either enclose a cheque made out to ISBN Agency,

OR

If you are posting the form, complete the card payment form on page 4 of the form,

OR

If you are emailing or faxing the form, and do not want to send card details, either call us after sending the form, or give us a number to call you on page 4 of the form,

OR

Pay by bank transfer or BACS:

Citibank, Citigroup Centre, 33 Canada Square, Canary Wharf, London E14 5LB

Sort Code: 18-50-08 Account no.: 13982629 IBAN: GB56CITI18500813982629 BIC: CITIGB2L

Please use the reference ISBN and the first letters of your publishing name (up to the maximum your bank allows).

Nielsen is a very large company - payments without this reference will take time to match.

Invoices will be made out to the name and address on page 1 of this form, unless you supply an alternative on page 4.

Nielsen Book Information Form (See page 6 of the accompanying notes)

* Fields marked with an asterisk are mandatory.

1 ISBN – the ISBN Agency will insert this		2 Date of Publication* Day Month* Year*		
3 Price of the publication in £*		4 Binding/format* e.g. paperback/hardback/e-book/download etc., (for epublication please give file type e.g. Mobi, ePub, eReader, PDF, etc)		
5 Name(s) of Author(s) and/or other roles(s) e.g. editor, illustrator etc.				
6 Translator(s) if applicable		7 Language from which translated (if applicable)		
8 Title of the publication* Subtitle (if applicable)				
9 Size in mms* (HxW) (except e-books)	10 No of pages (except e-books)	11 No of Vols. (only if sold as a set)	12 No & type of illustrations (if applicable)	
13 Edition (if revised edition please give no.)		14 Running time in minutes (ONLY for audio cassettes/CDs/DVDs etc.)		
15 Series details (if any)				
16 Short Description of subject matter / key words (for classification purposes eg local history, poetry, fiction)*				
17 If the book is Adult Fiction (x) General Romance War Historical Western SF Crime Short Stories Fantasy Erotic Horror Adventure			18 Readership level (x)* Children Tertiary General Teenage Professional ELT/TEFL Primary/Secondary	
19 Publishing name (as on page 1)*				
20 Distributor <u>PRINTED BOOKS</u> distributor name and address - ONLY if different from publisher <u>E-BOOKS</u> distributor website - ONLY if different from publisher Kindle CreateSpace Kobo Lightning Source iBooks Barnes & Noble Google Play Baker & Taylor Overdrive Scribd Sony Gardners These are already registered Website if not one of the above:				
21 Orders address (ONLY if different from publisher/distributor)*				
22 Publishing market rights: * UK USA Australia Canada South Africa Ireland New Zealand Worldwide Please show the areas in which you hold the rights. If you haven't sold the rights for your publication to any other publisher, please show Worldwide.				

ISBN Payment Form

If you prefer not to send card details via fax or email please call us on **+44 (0)1483 712 215** with card details or enter your phone number below and we will call you.

Your phone number for card payment _____

OR

I am paying by bank transfer/BACS

Please use the reference **ISBN and the first letters of your publishing name** (up to the maximum your bank allows). Nielsen is a very large company - payments without this reference will take time to match.

This page is securely shredded after your card has been charged.

Please charge my: Visa Mastercard
Sorry - we do not accept other cards

Amount: £

Card No:

Expiry Date:

Verification No:

(3 digit number found on/below the signature strip)

VAT registration (Ireland only)*:

* Publishers based in Ireland with a valid VAT number on page 1, or who are based in the Channel Islands, will not be charged VAT.

Invoicing details if different from page 1 of this form:

Name: _____

Address: _____

Please return all four pages of this form, plus your sample title and title verso pages. Contact details are on page 1.

**Your form will not be processed without payment.
Please let us know if you require a pro-forma.**