

Your Business Name: _____ Tel.: _____

Complete address: _____

Suppliers

With whom you have credit terms (Important to give 5 references with your Account and fax numbers)

Name: _____ Phone: _____

Address: _____ Fax: _____

Account #: _____

Name: _____ Phone: _____

Address: _____ Fax: _____

Account #: _____

Name: _____ Phone: _____

Address: _____ Fax: _____

Account #: _____

Name: _____ Phone: _____

Address: _____ Fax: _____

Account #: _____

Banking Reference:

Bank Name: _____ Phone: _____

Address: _____ Fax: _____

Account #: _____ Officer: _____

Principal Owner or Stockholder

Name: _____ Home Phone: _____

Home address: _____

E-mail address: _____

Terms and Conditions

ORDER MINIMUMS: Initial: \$150.00 - Re-Orders: \$125.00 if under, a \$10 overcharge will be apply

DELIVERY: Allow 1 to 3 weeks.

RUSH ORDERS: \$5 will be applied when you request to rush your order

SHIPPING: Shipping, handling and COD charges are additional.

TERMS: First two orders will be COD or charge: Visa, Master Card, American Express, and Discover.

OUT OF CONTINENTAL USA, terms of payment are credit card only.

NET 30 DAYS credit terms are available if credit is approved (allow 2 weeks for approval – after second order). Due date is 30 days after invoice date. Invoices unpaid past 45 days are subject to interest charges of 1.5% per month (18% annually).

NSF CHECKS: \$25 fees per return.

FEES: Customer is liable for any bank, attorney, or collection fees pertaining to NSF checks or overdue accounts.

OUT OF STOCK: Backorders valued at \$50 or less are cancelled automatically, unless specific instructions are confirmed.

CUSTOMER INFORMATION: Every customer is required to have an updated, signed “Customer Information” form & resale tax number on file.

CANCELLED or REFUSED orders: Subject to administration and restocking fees of 25%, plus shipping fees on returned orders.

RETURNS: Must be requested within 7 days of receipt of goods and requires the Customer Service authorization. Is subject to a 25% administration and restocking fee and all associated shipping costs.

DAMAGE: Retain merchandise and packaging for inspection and/or return. Fill out the “Claim Report” form attached to your invoice and send it back (fax or email) to Customer Service within 7 days of receipt for credit and disposal instructions.