



NEW ACCOUNT INFORMATION / CREDIT APPLICATION

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BBC Sales Representative # _____

COMPANY NAME _____ **DBA NAME** _____
(As it appears on your tax returns)

Billing Information

BILLING CONTACT: Email Order Confirmation? YES NO

NAME _____ **EMAIL** _____

PHONE _____ **FAX** _____

BILL TO ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

Shipping Information (For multiple shipping addresses please attach on a separate sheet)

OFFICE CONTACT: Email Order Confirmation? YES NO

NAME _____ **EMAIL** _____

PHONE _____ **FAX** _____

SHIP TO ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PURCHASING CONTACT: Email Order Confirmation? YES NO

NAME _____ **EMAIL** _____

PHONE _____ **FAX** _____

TYPE OF BUSINESS _____ **YEARS IN BUSINESS** _____

ARE YOU TAX EXEMPT? NO ___ YES ___ If Yes, please attach a Certificate of Exemption Form.
Taxes will be applied to all orders pending receipt of this form.

PRESIDENT _____ **VICE PRESIDENT** _____

OWNER _____ **MANAGER** _____

BANK NAME _____ **CONTACT** _____

BANK ADDRESS _____ **ACCOUNT #** _____

BANK PHONE _____ **FAX** _____

CREDIT REFERENCES:

1. **NAME** _____ **PHONE** _____

ADDRESS _____ **FAX** _____

2. **NAME** _____ **PHONE** _____

ADDRESS _____ **FAX** _____

BBC Distributing
4540 East Paris Ave SE
Grand Rapids, MI 49512
Phone: 616.698.8828 Fax: 616.698.0041

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I/WE REQUEST OUR INVOICES TO BE SENT TO US VIA (Choose one)

EMAIL Please provide Email Address if different than front _____

FAX Please provide Fax # if different than front of form _____

WOULD YOU LIKE TO BE SET-UP FOR ONLINE ORDERING? YES NO

(If yes, we will contact you for additional information)

BBC DISTRIBUTING TERMS AND CONDITIONS

PLACING ORDERS:

- For your convenience, orders may be placed by phone, fax, and email or through our Online Order Entry.

ORDER DEADLINE:

- A 12:00 p.m. cut off time for order placement is applicable on orders scheduled for next day delivery.

MINIMUM ORDER:

- All orders less than \$125.00 will be assessed a \$10.00 handling charge.
- Orders picked up by customers are excluded.

RETURN POLICY:

- A Return Goods Authorization (RGA) number must be obtained prior to the return of any product. This number must be visible on the package before BBC Distributing will credit a return. Please obtain an RGA by calling your Account Coordinator, Sales Consultant or corporate headquarters.
- No credit will be extended for any quantity greater than the amount purchased.
- We are pleased to order any product for you that we do not stock, however, full case quantities must be ordered, and all Special Orders are non-returnable and non-refundable.
- No returns will be accepted after 60 days from invoice date. Claims for damaged product must be reported to BBC within 48 hours after delivery.
- All returns are subject to review before credit is issued. A re-stock fee, including freight, may apply.

TERMS:

- Terms are Net 30 Days – Late Fee 1-1/2% per month.
- There will be a \$25.00 service charge for all returned checks.
- Applicant agrees to pay the total amount due on each invoice from BBC Distributing in accordance with the payment terms thereon, unless otherwise agreed in writing. If not paid when due, Applicant agrees to pay a service charge of 18% per annum (1 ½% per month) or the highest rate allowed by law. Applicant agrees to pay all costs and expenses of collection, whether or not suit is filed, including reasonable attorney fees, incurred by BBC Distributing in litigation, appeals, bankruptcy proceedings, or otherwise.
- Applicant and BBC Distributing agree that any disputes between the parties arising out of their business relationship shall be resolved by the appropriate state district, state circuit, or federal court located in the city of Grand Rapids, Michigan and that said venue(s) shall be exclusive venue(s) to resolve such disputes.

CREDIT CARDS:

- BBC accepts MasterCard, Visa, Discover and American Express.
- If you prefer, we can keep your credit card information on file, so your orders can be paid automatically as they are shipped.

SALES TAX:

- Until we receive a certificate of exemption form, all customers will be considered taxable.

I / We understand the above Terms and Conditions, and that invoices and monthly statements will be the only notice that payment is due. I / We also understand and agree to pay the standard legal collection fees required to obtain payment if account becomes delinquent.

Print Name _____ Date _____

Signature _____ Title _____

Rev date 09/12/2014