



NEW ACCOUNT INFORMATION / CREDIT APPLICATION

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COMPANY NAME _____
(as it appears on your tax return)

Billing Information _____ **Date** _____

OFFICE/BILLING CONTACT Email Order Confirmation? YES ___ NO ___ FED ID# _____

NAME _____ **E-MAIL** _____

PHONE _____ **FAX** _____

BILL TO ADDRESS _____

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

Shipping Information Is the shipping address the same as the billing address? YES ___ NO ___
(For multiple shipping addresses, please attach a separate sheet)

SHIPPING 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, you must also 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 NO.** _____

BANK PHONE _____ **ROUTING NO.** _____

BANK FAX _____ **BANK EMAIL** _____

CREDIT REFERENCES:

1. **COMPANY** _____ **PHONE/EMAIL** _____

ADDRESS _____ **FAX** _____

2. **COMPANY** _____ **PHONE/EMAIL** _____

ADDRESS _____ **FAX** _____

3. **COMPANY** _____ **PHONE/EMAIL** _____

ADDRESS _____ **FAX** _____

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

_____ US MAIL

_____ EMAIL. Please provide E-mail address if different than on front. _____

_____ FAX Please provide Fax# if different than on front. _____

Would you like to be set up with online ordering? Yes_____ No_____

BBC Distributing remittance address:

1601 Steele Ave SW, Grand Rapids MI 49507 P 800.842.2434 F 616.698.0041

All invoicing is to be paid at time of delivery unless you are applying for open credit. If you are applying for open credit, our credit terms are Net 14 Days-Late fee 1-1/2% per month. Credit Terms Yes_____ No _____

BBC DISTRIBUTING TERMS AND CONDITIONS

PLACING ORDERS: For your convenience, orders may be placed by phone, fax, and email or through our Customer Service Remote: On-Line Order Entry.

ORDER DEADLINE NON BEVERAGE: 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 our office at the 800# listed above.
- We are pleased to order any product for you that we do not stock, however, full case quantities must be ordered, **plus the shipping/freight cost** and all Special Orders are **non-returnable and non-refundable**.

We gladly accept the return of products that are defective due to defects in manufacturing and/or workmanship for 30 days from the date of purchase. Fulfillment errors (i.e. shipping wrong product or quantities) will be corrected or accepted for return for 30 days from the date of purchase. All return requests must be received within 30 days of invoice date and are subject to review and approval before credit can be processed. No returns will be accepted after 30 days from invoice date. Please allow up to 10 business days for credit to be fully processed and note that a 20% restock fee on all goods, including freight, may apply. Claims for damaged product must be reported to BBC within 48 hours after delivery

TERMS:

- * **Terms are Net 14 Days** – Late Fee 1-1/2% per month.
- * There will be a \$30.00 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 (1-1/2% 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. 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 _____