



NEW ACCOUNT INFORMATION

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

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.

PAYMENT TYPE: How should the account be set-up for payment?

C.O.D. ___ **Credit Card w/ 3% processing fee** ___ **ACH** ___

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

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** _____

BBC Distributing
1601 Steele Ave SW, Grand Rapids MI 49507 P 616.698.8828 F 616.698.0041