



# New Customer Application

Application Date \_\_\_\_\_

## Business Information

Customer ID Number:

Registered Company Name			
Trading Name		Division or Subsidiary Of	
Street Address		City	
State	Zip Code	Main Phone	Main Fax
Accounts Payable Contact		Accounts Payable Email Address	
Accounts Payable Phone Number		Accounts Payable Fax Number	
Purchasing Agent Contact		Purchasing Agent Email Address	
Purchasing Agent Phone Number		Purchasing Agent Fax Number	

## Business Profile

Type:     Corporation     Sole Proprietorship     Other: \_\_\_\_\_  
 Partnership     Limited Liability Company

Date (Month & Year) Business Was Established	Social Security Number/Employer Identification Number
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Do you plan on reselling our product?     Yes     No  
(If yes, your Sales & Use Tax Certificate must be attached)

## Please Check Preferred Method of Payment

Customer Name:

Credit Card

Card Number: \_\_\_\_\_ EXP: \_\_\_\_\_ CVV: \_\_\_\_\_

Disclaimer:  
 I hereby provide and authorize the use of my credit card details (noted above) to Online Stores, Inc for the purpose of processing orders and to keep record of these details for future use.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Net 30    Estimated Order Frequency:     At Least Weekly     Bi-Weekly     Monthly  
(Fill Out Page 2)     Bi-Monthly     Semi-Annually     Annually

Estimated Annual Purchases: \$ \_\_\_\_\_

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## To be considered for an account on Terms:

(Allow 3-4 weeks for processing)

- 1 All requested information must be filled out.
- 2 Your company must have been in business for a minimum of 2 years (24 months).
- 3 The Bank History Request Form must be completed and returned.
- 4 Your Credit References and Bank Reference must provide satisfactory replies to our inquiries.
- 5 Your initial Purchase Order must be attached with your credit application
- 6 A Dun & Bradstreet ID Number **MUST** be provided here >>>>>>. **DUNS #:**
- 7 Your requested credit limit is: \$

Customer ID Number:

### Trade References (At Least 3 Required. Excluding Utility Companies and Personal References)

Complete Address (including Zip/Postal Codes) along with Account Numbers, Telephone/Fax Number are Required.

1

Company Name Account Number

Street Address City State

Contact Name Main Phone Main Fax

2

Company Name Account Number

Street Address City State

Contact Name Main Phone Main Fax

3

Company Name Account Number

Street Address City State

Contact Name Main Phone Main Fax

4

Company Name Account Number

Street Address City State

Contact Name Main Phone Main Fax

Customer Name:

# New Customer Application

## Terms and Conditions

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### 1 Freight Damage/Shortage:

Damaged goods and errors in billing must be reported within 10 days from receipt of shipment to secure adjustment. Please make sure that all cartons called for on the freight bill were actually delivered

### Shipping Errors:

Errors occasionally occur in the entering, processing, and filling of orders. Any merchandise shipped in error may be returned freight collect for full credit, providing the following procedures are followed:

1. The Sales Department must be notified of the error. A Merchandise Returns Label will be issued via email for the return covering said merchandise.
2. The correct product can be shipped prepaid, providing the merchandise is received by Online Stores, Inc in the same condition as originally shipped.

### Defective Goods:

We strive to furnish quality product on all items we sell. If you ever should receive a defective/expired item, you may contact our Sales Department for authorization to return it for replacement or for a credit.

### Other Returns and Claims:

All other returns and claims must be authorized and will be evaluated on a case by case basis. In the event a return or claim is authorized, credit will be issued according to the following procedures:

1. All returns will be subject to a 10% restocking charge.
2. No credit will be issued for discontinued items.
3. No credit will be issued for merchandise returned in unsellable condition.
4. All returns of this nature are returned freight prepaid.
5. No return will be authorized on merchandise in the customer's possession longer than 45 days.
6. Online Stores, Inc receiving document will be deemed the correct and final documentation for issuance of credit.
7. Freight charged on invoices where product is returned is still the customer's responsibility to pay.
8. For any exchange, the exchanged item will not ship until the product being returned is received; unless a new order is placed and charged. A credit will be issued once the return is processed.

## All Applications Must Sign Below

### Guarantee

The Undersigned, on behalf of the company, represents and warrants that the company has all of the necessary and required consents (including from any individuals for which personal information is set forth herein) and that the information presented in the New Customer Application is true and correct. The Undersigned agrees to pay Online Stores, Inc all indebtedness now and hereafter owed by The Undersigned. The Undersigned hereby guarantees to Online Stores, Inc or its assigns, the payment of such sums of money that may at any time hereafter become due to Online Stores, Inc from the Undersigned or any other purchaser. The Undersigned understands that this account will be charged 1.5% on the unpaid balance after 30 days past due. If it becomes necessary to enforce this guarantee by lawsuit, The Undersigned agrees to pay any and all collection agency fees and attorney fees as allowed by law. By my signature below, the Undersigned on behalf of the company applying for credit, guarantees the full amount of the account.

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Print Name	Sign Name	Date

### FOR ONLINE STORES, INC OFFICE USE ONLY

Approval Date: \_\_\_\_\_ Letter Sent: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Price List Sent: \_\_\_\_\_ Sent By: \_\_\_\_\_

Customer ID Number:

Customer Name:

