
LACIS

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APPLICATION FOR WHOLESALE / TRADE ACCOUNT

*This application must be sent with submittals by mail, faxed applications will not be accepted.
All 3 pages must be completed and returned for an account to be considered*

To qualify for discount sales and to help us know more about your business so we can determine the most advantageous discount schedule, completion of this business profile form is required. Please sign and return with appropriate attachments.

The discount offered is based on your actual business activity. Any misrepresentation of this constitutes fraud. Items purchased outside of this activity will typically be invoiced at retail less a 10% courtesy discount.

Terms and policy are as outlined on the attached "WHOLESALE POLICY." Open account terms are discouraged but are available to accounts of previous orders. A separate credit application is required.

Date: _____

BUSINESS/INSTITUTION NAME: _____

Billing Address: _____

Shipping Address: _____

(if different) _____

Phone: _____ Fax: _____

E-Mail: _____ URL: http:// _____

Name of Owner (President if a corporation): _____

Retail Tax Number: _____ State: _____ Fed ID#: _____

Preferred Terms:

* VISA/Mastercard _____ Ex Date _____ CVN _____

COD ProForma (Prepay against Invoice) Net 30 is only available to established accounts

Type of Business:

Sole Owner Partnership Corporation

If Corporation, name of President

Other business(es) operated under same business name or Corporate shell

Date Established _____ Date Acquired _____

Annual Sales (Of this business only if a multiple business enterprise)

Less than \$10,000.00 \$10,000 - \$50,000 \$50,000 - 100,000
 \$100,000 - 500,000 \$500,000 - 1,000,000 Over \$1,000,000.

Submittals Required (Note: Fax submittals will not be accepted and will be cause for disqualification):

Retail Salese: Out of Home
Copies three trade invoices over \$100.00
Copy Telephone directory listing
Copy Business License and or Resale permit

Wholesale Sales: Out of Home
Percentage of total sales, of all divisions, which are wholesale _____ %
Copy Business License
Copy Business License and or Resale permit
Wholesale Catalog and Policy
Copies Invoices to 3 trade accounts

Teacher:
Class schedule
Subjects taught
Teacher qualifications (Embroiderer's guild, etc.)
Number of students per month

Manufacturer
Type of goods
Copy three trade references
Catalog

I hereby certify that all goods purchased from Lacis to be within the framework of my business as outlined above.

Signature _____ Date _____

Print Name _____ Position _____
0506

Resale Card: (Only Required for California Businesses)

FIRM NAME: _____
I Herby Certify:
That I hold a valid seller permit No. _____
Issued pursuant to the Sales and Use Tax Law; that I an engaged in the business of selling:

(specify products)
that the tangible personal property described herein which I shall purchase from **LACIS** will be resold by me in the form of tangible personal property; provided, however, that in the event any of such property is used for any purpose other than retention, demonstration, or display while holding it for sale in the regular course of business, it is understood that I am required by the Sales and Use Tax Law to report and pay for the tax, measured by the purchase price of such property.
Description of property for resale: Needlework Tools, Supplies and Books
By and Title: _____
Address: _____
City, State and Zip: _____
Date: _____ Signature *(required)* _____

TRADE / WHOLESALE POLICY

TRADE POLICY IS AVAILABLE TO:

STOCKING DEALERS:

Full wholesale prices offered based on listed minimums. Evidence of retail trade is required. (see application for details)

MANUFACTURERS:

Wholesale prices offered on specific items used in manufacturing.

TEACHERS / INSTITUTIONS / GUILDS:

Price will be split between retail and wholesale providing wholesale minimums are complied with.

Teachers to submit evidence of status.

BOOK STORES:

Single copy orders of any LACIS publication will be extended a 20% discount providing order is accompanied by payment, including shipping fees and submitted on business order form. Account set-up is not required. 10 or more books will be extended a 40% discount if wholesale account established.

NEW ACCOUNTS:

Shipping will be by UPS or Insured Parcel Post for foreign accounts.

NEW ACCOUNTS:

APPLICATION FOR WHOLESALE ACCOUNT with required submittals must be completed, signed and submitted WITH initial order. Initial order must total a minimum of \$200.00 or a set-up fee of \$20.00 will be applied. Terms on initial order can be Prepayment (Pro-Forma Invoice), Credit Card or C.O.D. Accounts dormant for more than 18 months will be closed and new account requirements will apply on new orders.

COD:

Business checks will be accepted from accounts of record in good standing. New and cash accounts: COD.

PRE-PAID ORDERS:

A Pro-Forma Invoice will be sent if pre-payment is preferred or if Open Account status has been canceled. Prices indicated on a pro-forma are guaranteed for 30 days with the exception of shipping charges which are an estimate and will reflect charges at time of shipment. A pro-forma will be canceled after 60 days if full payment is not received. If a pro-forma is ignored a \$50.00 non-refundable deposit will be required on any future Pro-Formas.

CREDIT:

Limited credit is offered to accounts of previous and approval of CREDIT APPLICATION. Terms are a firm 30 days from SHIPPING DATE. A current VISA or MASTERCARD is required as security on any open account. Charges will be made against this credit card with finance charges added on any Past Due account.

No further credit will be extended to accounts with any outstanding balance due.

Should legal action be necessary, all court, legal, collection and finance fees will be added to balance and become part of balance due. (Collection charges for amounts under \$100.00 is 50%. Charges for amounts over \$100.00 is 30%.)

All dating is from SHIPPING DATE on Invoice with payments considered delinquent if not received within 30 days of this date.

Payments to be made from Invoice. Statements are only issued for accounts which are PAST-DUE or which have a CREDIT BALANCE.

INACTIVE ACCOUNTS:

No activity within the previous 18 month period will cancel any account status and new orders will be treated as a new account.

PAST DUE:

Accounts will be charged a 1½% per month finance (APR 18%) plus a \$0.50 service charge per month from date of Invoice on any Invoice for which payment is not received within 30 days. Each Invoice will be treated separately on any Statement.

SHIPPING:

Unless otherwise specified, all orders are shipped UPS, insured, standard ground service.

When timely delivery is required, a SPECIAL HANDLING service is offered for a fee of \$15.00. This service guarantees delivery by a specified date and is in addition to any other shipping charges. For same day shipment, orders must be received before 3:00 PM PST. All SPECIAL HANDLING shipments are made by NEXT DAY or 2ND DAY UPS. Should parcel not be delivered in a timely manner, shipping and handling fees will be waived and there will be no charge for refused parcels. This guarantee does not cover any out-of-stock items or backordered items or delivery delays by shipper. Advisement of any items not shipped will be attempted prior to shipping. If a timely delivery is required and SPECIAL HANDLING is not requested, order must include the notice "CANCEL" followed by the cancellation date.

While all orders are expedited and are usually shipped within 48 hours, LACIS can not guarantee this service and orders refused for delayed delivery without cancellation notice, will be cause to put such accounts on a Pro-Forma basis, requiring payment prior to shipping. On refused orders, customers will be liable

for shipping charges plus a 10% (of net invoice) handling fee.

POSTAGE AND HANDLING:

All shipments will be invoiced with actual shipping costs plus a nominal 1% packing/handling fee.

PAYMENTS:

WHOLESALE PRICES are based on "cash" payments. Acceptable complying payments are Cash, Company Check, Wire Transfer (\$20.00 transfer fee), Money Order (in US funds) or Credit Card (a convenience fee of 2% on domestic orders and 5% on international orders will be charged when paying by Credit Card)

ORDERS:

MINIMUM ORDERS: Initial order: \$200.00; Following orders: \$50.00 (\$25.00 for catalogers). All items shipped in multiples of Standard Pack or minimum of Standard Pack (depending on item). Book minimums will be waived for Catalogers.

NON COMPLYING ORDERS: If wholesale orders under the minimum are necessary, they can be filled, with a \$15.00 handling fee added to Invoice.

ITEM: Order by Code Number and Quantity of described unit.

CONFIRMATION: If required, request Pro-Forma Invoice or call by phone for availability or COD amounts. LACIS does not take the responsibility of any requested confirmations.

COURTESY DISCOUNTS FOR ALL TRADE ACCOUNTS:

On orders over \$50.00 a 10% courtesy discount from retail price will be extended for: Wholesale items ordered in quantities less than standard pack.

On most non-wholesale items.

PHONE ORDERS:

LACIS can not guarantee the accuracy of phone orders. Documented fax or mail orders are preferred. When placing a phone order provide account number, item number and description to minimize errors. Accuracy will be the responsibility of the caller.

PRICES:

Prices are subject to change without notice. Unless advised otherwise, all shipments will be made at current price.

All prices FOB Berkeley.

INVOICE:

Prices are listed as follows:

Books, non-wholesale items, and wholesale items not complying with minimums are listed at retail price.

Wholesale items complying with minimums other than books are listed at net wholesale.

The factor "Fctr." noted on the invoice is the discount multiplier. Thus a factor of .60 indicates a 40% discount from suggested retail price.

CLAIMS:

All claims must be made within 10 days of receipt of merchandise. In cases of damage, save damaged items and shipping carton and contact local office of appropriate carrier and request a damage inspection. Do not return damaged merchandise without authorization.

Claims for damage will not be honored if the above not adhered to.

RETURNS:

Authorization must be obtained prior to return of any merchandise. Requests for returns will not be considered after 60 days from shipping date.

Except in cases of defect or error in shipping, a nominal restocking charge of 10% of cost of goods will be made with a \$2.50 minimum. Unauthorized returns will be charged a double restocking fee, or disposed of if return postage is not provided within 30 days of written advice.

Return shipping is the responsibility of the consignee. All shipments should be well packed and insured. In cases of defective merchandise or shipping error (not applicable for phone orders) a credit will be provided for return postage.

Returns not accepted for quantities less than "std pack" or yardage. Returned merchandise will not be accepted if it is damaged, marked or in any condition not suitable for reselling as "new" merchandise. For damaged merchandise see paragraph "CLAIMS"

BACKORDERS:

Unless advised otherwise, items not shipped will be backordered and shipped as available without regard to order minimums. Shipping and COD fees (where applicable) will be added to backorders. Backorders under \$10.00 will be canceled.

Cancellation of backorders is the responsibility of the consignee.

I agree to the terms and conditions of this Policy

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