Y _____

187 Main Street (Rte. 2A) Colchester, VT 05446
802/ 878-2361 or 800/ 287-2361 www.claussens.com

RA: _____
AA: _____
WL: _____

Claussen Enterprises Wholesale Customer Information Form

This form is PDF – Please type the information in! Incomplete and/or illegible forms may not be considered for authorization

Business Name _____

DBA _____

Mailing Address _____

Town _____ State _____ Zip _____

Physical Shipping Address *(If different from above mailing address)*

_____ *Town* _____ *State* _____

Ownership / Principals: _____ Title: _____

_____ Title: _____

Month / Year this business was purchased/started by *current* owner _____/_____ Number of Employees _____

*Help us **Keep it Green**! We do not share or sell email addresses. Price lists & plant availability can be found on our website at* https://www.claussens.com/commercial.html Password will be provided with Account approval

Purchaser Contact _____ Email _____

Business Tel# _____ *and/or* Cell# _____

**Please note that we only accept emailed orders!!!

Office (A/P) Contact _____ Email _____

Business Tel# _____ *and/or* Cell# _____

Federal ID (EIN) # _____

Primary Business Check all that apply

(Be sure to note this on the VT Form S-3)

Farm Stand _____ Florist _____ Garden Center _____ Gift/ Specialty Shop _____

Interior / Landscape Contractor _____ Other *(Please specify* _____

Website Address www._____

How did you hear about Claussen's?_____

Is this a seasonal business? Months closed_____

(If applicable)

VT Sales Tax Exempt# SUT- __ __ __ __ __ __ __ __ **Valid only with completed and signed Form S-3**

Your tax preparer should have your 8-digit SUT# or you may contact the VT State Dept of taxes at 802/ 828-2551

***NY** Sales Tax Exempt # _____ **Valid only with completed and signed Form ST-120**

***NH** = Sales Tax Exempt for NH deliveries **7% Colchester, VT sales tax due for onsite Pick Ups!*

***ALL non-VT based businesses must register with the Sate of VT Department of Taxes to get sales tax exemption for items purchased and picked up within the State of VT**

You are responsible for VT Sales Tax if you do not provide a completed VT Form S-3 for any orders picked up from our location in Colchester

Contact the VT State Dept of taxes at 802/ 828-2551 for further instruction or questions

*****Three Trade References are required*****

If you are a new business, then list Utilities and/or other Credit references

Vendor Name _____ State _____ Tel# _____

Vendor Name _____ State _____ Tel# _____

Vendor Name _____ State _____ Tel# _____

I (we) **understand and agree to the following criteria:**

*** A valid credit card is required to be on file for all wholesale customers regardless of COD or Net terms***

We accept MC, VISA, American Express, and Discover credit/debit cards

Card Number _____ Exp Date _____/_____ CVC# _____

Full Name as it appears on this card _____

Full Billing Address for this card _____

Town _____ State _____ Zip _____

I understand the policy that authorizes Claussen Enterprise to add a 3% convenience fee to the total of any wholesale invoice and/or statement that I choose to pay with a credit or debit card.

If I no longer wish to incur this charge, I will inform Claussen Enterprises business office in writing of my request to cancel my right to pay via debit or with credit card and will pay all debt via cash, check or EFT per invoice.

I understand that this credit card may be used for unreasonably past due balances equaling 60+ days if Claussen Enterprise officials are unable to contact me during the time frame of delinquency.

I am responsible for any collection costs incurred by Claussen Enterprises if my debt is 61+ days delinquent or if I am unable to meet my debt commitment.

Typed Authorized Representative _____ Position _____

Signature of Authorized Representative _____ Date _____

Claussen Enterprises Term and Policy Contract

Sign, Date and Keep a copy of this contract for reference

Claussen Enterprises wholesales plants only ~ *All other purchased merchandise is sales taxable.*

All plant purchases from Claussen Enterprise must be resold to be eligible for wholesale pricing and/or sales tax exemption

Claussen's offers a 5% discount off garden related products (non-plant material) such as pottery, gloves, plastic containers, garden tools, fertilizers, pesticides, bagged soils & amendments, knee pads, peat pots, landscape fabric, stakes and supports. Some restrictions may apply ~ All seasonal home & garden décor, gift lines, bulk mulch, wicker baskets, fresh flowers, arrangements, VT artisan merchandise, foil rolls & pot covers, note cards, giftware, and any other novelty merchandise are not eligible for discounts as these items are a separate entity from our wholesale business department.

- All initial first orders must be a minimum of $600.00.
- All accounts must maintain a minimum of $1,200 in purchases *per year* to retain wholesale pricing status for the following year. *You will be notified if your sales are below our $1,200.00 annual minimum*
- All New Customers are COD for 6 months, and a minimum of 8 orders prior to being considered for NET terms.
  - New Farm Stands, Landscape Contractors, and similar seasonal businesses are permanently COD.
- Contact Teri Lamphere (teri@claussens.com) *after* 6 months and 8 orders to be considered for Net 30 terms.
  - If credit terms are approved, you will receive monthly statements via email of which the total is due on the 25th of each month OR you may opt to pay by the due date noted on each invoice.
  - You are obligated to pay a 2% finance charge on the total balance for each month your balance is delinquent.
  - Mail received or postmarked after the 28th of any given month is considered past due. Additional late fees may be due and payable based on the debt total and length of delinquency time.
- Payment options include Cash, Check, Credit Card, EFT, Money Order, or Bank Check.
- There is a $50 returned check fee for funds up to $499. There is a $75 returned fee for funds exceeding $500
  - *A second offense may result in suspension of terms and/or elimination of your wholesale account*
- Wholesalers and Landscape Contractors cannot pay via 3rd parties, nor can 3rd parties use this account. All payments must be made directly by your business as is stated on your account form and applicable sales tax-exempt form.
- Claussen Retail Gift Cards cannot be used as payment on billed purchases to any charge accounts.
- All retail coupons must be redeemed and paid via our retail registers only. *Please note that coupons, and in-store retail sales are 'cash & carry' only. These sales are sales taxable and cannot be charged to your account.*
- A sales tax exemption form must be completed by all eligible VT (Form S3) and NY (Form ST-120) wholesale customers. Sales tax is based on the Town and State that the product is shipped to, or 7% if picked up from our Colchester location.
- Landscape contractors will be charged VT/NY sales tax except for those items deemed as sales tax exempt in VT/NY.
  - Landscape Contractors with a sales tax-exempt customer are required to complete **Form S-3C** (VT) or **Form ST-120.1** (NY) for sales tax exemption per job, per year.
  - *These forms are online, or you may contact our business office for further instruction*
- Sales tax is based on the Town/ State that the product is shipped to, or 7% if picked up from our Colchester location.
- **All customers operating outside of VT must pay 7% Colchester sales tax if an order is p/u from our location.**
  - If you desire sales tax exemption, you must register with the state of VT to receive a VT sales tax-exempt number. Upon receipt of your SUT#, you must then provide a completed VT Form S-3 at the point of purchase. *This will enable us to legally sell plants to your business at sales tax exemption status within the State of VT. Contact VT Dept of Taxes directly at 802/ 828-2551 for further details and instruction.*
- Claussen's reserves the right to deny the sale of certain products or to close or deny your account at their discretion

I (we) understand that inactivity will result in account closing 3 years from the last sale date, and I must reapply for a new account.
I (we) will contact Claussen's business office if this business is closed or sold to aid in closure of account liability.
I (we) will contact Claussen's business office any time there are changes to contact or credit card information.

Printed Authorized Representative _____ Position _____

Signature of Authorized Representative _____ Date _____

Manual or Electronic Signature ONLY!