

# Formica Bros. Bakery

New Customer Information Sheet (Page 1 of 3)

Fax to: 1-888-708-8364



This application must be filled out in its entirety in order for application to be processed and an account to be established to begin ordering. Your application should be faxed to (1-888-708-8364) or scanned and emailed formicabakery.mg@gmail.com

## Business Profile

Legal Business Name:

Operating As:

Ownership Structure (i.e.: Sole Proprietorship, LLC, Corporate Entity):

Print Owner(s) Name:

Address:

Phone:

Cellphone:

Email:

City:

State:

Zip:

Type of Business: (i.e. Restaurant, Deli, Sub Shop, Convenience Store, Other)

Daily Hours of Operation:

Months Open: (ie May – Sept):

Address:

Phone:

Cellphone:

City:

State:

Zip:

Email:

Please add me to Formica's email marketing promotion distribution list.

## Shipping Address & Delivery Information

Attn to (Print Name):

Phone:

Cellphone:

Requested Delivery Window (180 minute window): Between: \_\_\_\_\_ to \_\_\_\_\_

Provide Information on where to delivery bread (i.e. kitchen, back of restaurant) and any special delivery requirements:

Address:

City:

State:

Zip:

## Billing Information

Attn to (Print Name):

Federal ID Number:

Address (If different than shipping):

Phone:

City:

State:

Zip:

Fax Number:

Person to contact regarding Payment:

Title:

Telephone Number:

Email:

# Formica Bros. Bakery

## New Customer Information Sheet (Page 2 of 3)

### Ordering & Payment Information



Terms Being Requested (Indicate Terms being Requested)		
COD: _____	Net 7 _____	Net 14 _____
Terms Approved: _____		

Bank (Please provide copy of voided check to show authenticity of account)		
Bank Name	Branch	Address:
Checking Account #	Account Officer	Phone:

Trade References (Please list 2 commercial references which you are currently using)			
Name:			
Address:			
City:	State:	Zip:	Phone:
			Fax:
Name:			
Address:			
City:	State:	Zip:	Phone:
			Fax:

Credit Card (Your credit card will only be used if your account defaults on payments based upon the payment terms that have been agreed upon. All bread orders that are placed for pick up on the bakery require a credit card to guarantee order)		
Type of Credit Card (Visa, Master Card, American Express)	Card No:	Expiration Date

Guarantor Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL GUARANTEE:** The individual signing this application is executing this application on behalf of Buyer and personally guarantees, and agrees to be personally liable for failure of the performance of the Buyer, of any and all of Buyers obligations under this agreement with Formica Bros. Bakery including timely payment of any and all sums due to Formica Bros. Bakery. The personal guarantee also applies in the event that the buyer declares Bankruptcy or applies for Bankruptcy protection.

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

Date: \_\_\_\_\_

# Formica Bros. Bakery

## New Customer Information Sheet (Page 3 of 3)

### Ordering & Payment Information



### Formica Bros. Bakery Key Contacts

Name	Department	Contact Number	Email
<b>Customer Service (contact to place/adjust/cancel orders):</b>			
Kelly Gregory	Customer Service	609-344-8723	<a href="mailto:formica.orders@hotmail.com">formica.orders@hotmail.com</a>
Lisa Schromsky	Customer Service	609-344-8723	<a href="mailto:formica.orders@hotmail.com">formica.orders@hotmail.com</a>
Noemi Rosario	Customer Service	609-344-8723	<a href="mailto:formica.orders@hotmail.com">formica.orders@hotmail.com</a>
<b>Accounts Payment:</b>			
Brenda Pileggi	Accounts Department	609-383-8465	

### Formica Bros. Bakery Ordering & Payment Procedures

<b>Customer Service Contacts</b>	<p>To place an order, adjust or cancel an order please contact our Customer Service department between the hours of (7 am – 6pm daily)</p> <ul style="list-style-type: none"> <li>o <b>Telephone:</b> 609-344-8723      <b>Fax:</b> 877-862-1684 / 866-302-4712</li> <li>o <b>Email:</b> <a href="mailto:formica.orders@hotmail.com">formica.orders@hotmail.com</a> (7 am – 5:30pm)</li> </ul>
<b>General Order Placement Adjustment Cancellation</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Orders, adjustments, cancellation for all specialty breads are required by 10:00am the day before delivery. Orders not cancelled prior to 10am the day prior to delivery will be billed to your account.</li> <li><input type="checkbox"/> Emergency orders will be accepted based upon product availability and may be accessed a late order processing charge of \$5.00.</li> </ul>
<b>Order Information Required</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> For an order to be processed the following information needs to be provided: <ul style="list-style-type: none"> <li>o Customer Contact (Name and Telephone Number person placing order)</li> <li>o Formica Order Code &amp; Product Description</li> <li>o Qty / Unit being ordered</li> <li>o Delivery Date &amp; Time and specific location</li> </ul> </li> </ul>
<b>Delivery</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Specific delivery window of 180 minutes will be established with you upon ordering.</li> <li><input type="checkbox"/> Bread orders must be checked in and in the event that there are overages or shortages, the delivery ticket must be marked accordingly and faxed to 609-344-0304. We will then adjust the invoice to reflect the change.</li> </ul>
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Payment terms will be established based upon credit application.</li> <li><input type="checkbox"/> COD customers must be available for payment upon receipt of bread. Bread deliveries where personnel are not available to accept the breads can be arranged, however all liability for the product once dropped at customer location will be the responsibility of the customer and need to be guaranteed against a credit card.</li> <li><input type="checkbox"/> All returned checks will be accessed a \$40.00 charge.</li> <li><input type="checkbox"/> Accounts that operate less than 12 months a year need to be paid in full by no later than September 1 of each operating year, and will be subject to COD/net 7 day terms.</li> <li><input type="checkbox"/> Accounts that are past due will be accessed a 2% late payment charge, accounts past 45 days will be deemed in default, after which you will also be responsible for all costs of collection, including court costs and attorney fees.</li> <li><input type="checkbox"/> Customers with wholesale accounts are not able to charge retail sales to their whole sale account.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Formica Bros. Bakery operates daily 7 days a week 364 days a year</li> </ul>

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

With your signature you acknowledge that you have read and agree to the ordering and payment procedures.