



MyCoffeeSupply.com  
 Corporate Office  
 Dept. Corporate Accounts



## Application for Corporate Account Net 20 Day Terms

After completing this form, please email to [CustomerService@MyCoffeeSupply.com](mailto:CustomerService@MyCoffeeSupply.com) . You will be contacted shortly to finish establishing your account online, and a quick personal training session on how to use and navigate within your account.

**Please note** - \* indicates required field

**ANTICIPATED MONTHLY PURCHASE VOLUME:** \* \_\_\_\_\_ \$100.00 monthly minimum required

### Primary Account Holder Information for Online Account\*

Name (First & Last): \* \_\_\_\_\_ Title: \_\_\_\_\_  
 Billing Address: \* \_\_\_\_\_  
 City: \* \_\_\_\_\_ State: \* \_\_\_\_\_ Zip: \* \_\_\_\_\_  
 Email address: \* \_\_\_\_\_  
 Primary Telephone#: \* \_\_\_\_\_ 2<sup>nd</sup> Contact #: \_\_\_\_\_

### Accounts Payable Information\*

Customer Number: (Leave Blank) \_\_\_\_\_ (Will be assigned by MyCoffeeSupply.com)  
 Accounts Payable Contact Name: \* \_\_\_\_\_ Email Address:\* \_\_\_\_\_  
 Full Legal Business Name: \* \_\_\_\_\_ Doing Business As:\* \_\_\_\_\_  
 Billing Address: (If different than above) \_\_\_\_\_  
 City:\* \_\_\_\_\_ State: \* \_\_\_\_\_ ZIP: \* \_\_\_\_\_  
 Primary Telephone:\* \_\_\_\_\_ 2<sup>nd</sup> Contact phone: \_\_\_\_\_  
 Federal Tax ID Number or SS#: \* \_\_\_\_\_ Date Business Started: \* \_\_\_\_\_  
 Number of Employees: \* \_\_\_\_\_ Company Web Address: \_\_\_\_\_  
 Do you use Purchase Order numbers? \*  Yes  No  
 Tax Exempt ID# \* \_\_\_\_\_  
 Are you presently 60 days or more past due with any supplier? \*  Yes  No

### Guarantor Information (Required for Select Businesses)

During the establishment of your account, MyCoffeeSupply.com will determine if Guarantor Credit Card Information is required for this account. The Guarantor Sheet is Included but may not be required for your account. **Contact us if you have questions.**

#### TERMS:

All of the information provided in this application is accurate and complete. You authorize MyCoffeeSupply.com to verify the accuracy of all information contained in this application. Terms of payment are Net 20 days from the date of invoice. In the event of late payment, the undersigned agrees to pay finance charges of 1.5% per month (18% per annum) on the unpaid balance exceeding 30 days. If the account is placed in default the undersigned agrees to pay all costs thereof, including Attorney's fees, collection agency fees, court costs and any additional expenses in the collection of the bad debt.

**NOTE: WE DO PROSECUTE TO THE FULLEST EXTENT OF THE LAW ALL THEFT AND NON-PAYMENT OF INVOICES. Bankruptcies, dissolutions, and/or change of ownership does not dissolve the debt owed and collections are binding within in the law.**

MyCoffeeSupply.com is required to collect state sales tax for Missouri customers unless provided with a tax-exempt certificate. A copy of your exemption certificate must be on file prior to your first order or taxes will be collected. Here are links to the required W-9 and Form 149. <http://www.irs.gov/pub/irs-pdf/fw9.pdf> <http://dor.mo.gov/forms/149.pdf>

The relationship and transactions between Customer and MyCoffeeSupply.com shall be governed by the internal laws and decisions of the State of Missouri. This application is being delivered in Missouri and shall not be effective until accepted by MyCoffeeSupply.com in Missouri. Venue shall be Missouri, and Customer hereby waives local venue and any objection relating to Missouri being an improper venue. At MyCoffeeSupply.com.'s election and determination, MyCoffeeSupply.com may select an alternative forum, including arbitration, to adjudicate any dispute relating to the parties. To the maximum extent permitted by law, Customer hereby waives any right to jury of any claim, lawsuit or other proceeding arising with respect to its relationship or transactions with MyCoffeeSupply.com

**Invoicing and Payment**

Invoices may be printed from your Account on the website [MyCoffeeSupply.com](http://MyCoffeeSupply.com) and a hard copy will be included within each order when shipped. Please pay from these invoices; no additional billings will be made for payment. Invoices are dated and are due within 20 days of said date. Payment can be made by business check, USA Money Order, VISA, MasterCard, Discover, or American Express.

Please acquaint yourself with the policies and procedures of **MyCoffeeSupply.com**. They are available at these links; [Terms & Conditions](#) , [Privacy Policy](#), [User Agreement](#) .

**Signature for Credit Application \***

I hereby agree and accept the terms and conditions of credit with MyCoffeeSypply.com. I, as the below signee, make all representations that I can make binding contractual agreements between my company and MyCoffeeSypply.com effective this day until such time as contract is terminated in writing between myself and MyCoffeeSypply.com or other named company representative. *(Your electronic signature is a binding mark of acceptance and meets all legal requirements for all states.)*

Authorized Representative of Company (print name\*) \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Company Representative & Title: \* \_\_\_\_\_

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

Email Completed Application To: [CustomerService@MyCoffeeSupply.com](mailto:CustomerService@MyCoffeeSupply.com)

Phone: 877-909-7785 - Email: [CustomerService@MyCoffeeSupply.com](mailto:CustomerService@MyCoffeeSupply.com) Web: [www.MyCoffeeSupply.com](http://www.MyCoffeeSupply.com)

MyCoffeeSypply.com  
Corporate Office  
Dept. Corporate Accounts  
501 N. Service Rd.  
Saint Peters, MO 63376

For office use: MyCoffeeSupply.com Account # \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



MyCoffeeSupply.com

## bizCREDIT© Guarantor Information Sheet

During the establishment of your account, MyCoffeeSupply.com will acquire the Guarantor Credit Card Information for this account. Credit Card information is kept on file and updated yearly. Select accounts cannot be established without Guarantor information on file.

### Guarantor Information (Required for Select Businesses)

**Initial Each line as acknowledging the rules of Guarantor Credit Card Use\***

- I understand that my credit card **will only be charged in the event my account becomes delinquent.**
- I understand that my account will be considered delinquent thirty (30) days past the invoice date and this credit card will be charged thirty (30) days past the invoice date if other payment has not been received.
- I understand my NET 20 Terms Guarantee will expire (60) days prior to my Credit Card Expiration Date.
- I agree to inform MyCoffeeSupply.com, Inc. of any changes to my credit card information.
- I may cancel my authorization at any time by providing written notice to MyCoffeeSupply.com.
- I acknowledge that a nominal charge will be placed against this card to validate authenticity at periodic intervals, and that I will be given notice of such a charge in advance by MyCoffeeSupply.com

I hereby authorize MyCoffeeSupply.com, to maintain my signature on file and to charge my credit card (listed above) in the event that my account becomes delinquent.

Cardholder Name: \* \_\_\_\_\_

Cardholder Signature: \* \_\_\_\_\_

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

### Payment/Authorization Information

Accepted Payment Methods: Visa, MasterCard, American Express, Discover

Credit Card number \_\_\_\_\_

Expiration Date (mm/yr) \_\_\_\_\_

Card Code\* \_\_\_\_\_

\*3 digit Card code is found on the back of Visa, MC & Discover

4 digit Card code is found on the front of American Express



### Customer Billing Information for the Card on File:

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Company (if one) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone/ Cell \_\_\_\_\_

Email address: \_\_\_\_\_

For office use: MyCoffeeSupply.com Account # \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_