



# Organic Approach Customer Information Form

Please fill out this form as completely as possible! The more information you provide us, the better we can communicate with you and the more thoroughly we can serve your needs. Incomplete or inaccurate information may delay the processing of your application.

If you were referred to us by a business or person, please tell us who it was:

## Business Information

Business Name: _____	Primary Phone: _____
Billing Address: _____	Primary Fax: _____
Billing Address: _____	Website: _____
City, State, Zip: _____	Email: _____
Business Type: _____	Notes: _____

## Contact Information

<u>Finance Contact:</u>		<u>Purchasing Contact:</u>		<u>Shipping Contact:</u>	
Name: _____	_____	Name: _____	_____	Name: _____	_____
Phone: _____	Ext: _____	Phone: _____	Ext: _____	Phone: _____	Ext: _____
Phone 2: _____	Ext: _____	Phone 2: _____	Ext: _____	Phone 2: _____	Ext: _____
Fax: _____	_____	Fax: _____	_____	Fax: _____	_____
Cell: _____	_____	Cell: _____	_____	Cell: _____	_____
Email: _____	_____	Email: _____	_____	Email: _____	_____

## Pallet Shipping Information

Check here if the pallet shipping information is the same as the billing information above.

Business Name: _____	Primary Phone: _____
Shipping Address: _____	Primary Fax: _____
Shipping Address: _____	Notes: _____
City, State, Zip: _____	_____

## Shipping Details

- To what address should smaller UPS / FedEx/ USPS shipments be sent? (Please circle or write-in)  
1) Billing Address      Pallet Shipping Address      Other (please list): \_\_\_\_\_
- Please describe the pallet shipping destination. (Industrial Park, Commercial Business open to public, Farm, Business out of home, etc.)  
2) \_\_\_\_\_
- Does the pallet shipping location have a forklift or tractor with forks onsite to unload pallets from the tail end of tractor trailers?  
3) \_\_\_\_\_
- If so, is there a maximum weight your forks can unload safely?  
4) \_\_\_\_\_
- Does the pallet shipping location have a loading dock?  
5) \_\_\_\_\_
- Does the pallet shipping location have access for a full-size tractor trailer?  
6) \_\_\_\_\_
- Does the pallet shipping location have turn-around space for a tractor trailer?  
7) \_\_\_\_\_



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For convenience, efficiency, and overall simplicity, Organic Approach prefers credit cards for all orders, but will accept cash, checks in hand, or checks as pre-payment for orders. Net 30 account terms are NOT available.

8) If you do not have a forklift, are you able to unload pallets by hand from the back of a truck?

9) What are the standard receiving hours at the pallet shipping destination?

10) Do the receiving hours change seasonally?

11) In many cases a liftgate service is available to lower pallets to the ground. For most carriers the fee is \$15.00 per delivery (any number of pallets). Do you wish to always have a liftgate if possible?

12) If the pallet shipping destination requires notification that a truck is coming it is considered an "appointment". For most carriers the fee is \$10.00 per shipment. Do you wish to always have an appointment?

13) If another contact should be used for delivery appointments, please list their name and number as well as any other details we should know.

14) Please list any other details that may help us serve you better.

## Credit Card Payment Information

**Organic Approach accepts cash, company checks, money orders, wire transfers, major credit cards (Visa, MasterCard, Discover, AmericanExpress), and P-Cards (Including GSA SmartPay2).**

Card Type:	Visa	Mastercard	Discover	American Express
Name on Card:	_____			
Card Billing Address:	_____			
Billing City, State, Zip Code:	_____			
Card Description:	Personal Card	Business/Corporate Card	P-Card (Level III)	
Card Number:	_____			
Expiration Date:	_____			
3 or 4 Digit Security Code:	_____			

I wish to use a credit card for payment, but prefer to call in the card number over the phone.

I wish to have my card automatically charged for all products that I order.

I will confirm each time that I wish to use this card to pay my invoices.

If your business address is in PA, you will be charged tax unless you fill out a sales tax exempt form.

Please send me a sales tax exempt form:

I will pay PA sales tax on my orders:

### CONFIRMATION OF INFORMATION ACCURACY AND RELEASE OF AUTHORITY TO VERIFY

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS FORM IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO CERTIFY THAT I AM AN AUTHORIZED USER OF ANY CREDIT CARD LISTED ABOVE AND I HAVE PERMISSION TO USE IT FOR MAKING PURCHASES FROM ORGANIC APPROACH LLC.

### TERMS OF SALE

PAYMENT IS DUE AT THE TIME OF PRODUCT ORDER. PAYMENT MAY BE IN THE FORM OF CASH, COMPANY CHECK, MONEY ORDER, OR CREDIT CARD. INTEREST OF 1.5% PER MONTH (18% PER ANNUM) WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

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

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

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