

**NEW ACCOUNT INFORMATION / CREDIT APPLICATION**

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KSS Sales Representative # \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_ **DBA NAME** \_\_\_\_\_  
(As it appears on your tax returns)

**Billing Information**

**BILLING CONTACT: Email Order Confirmation?** YES \_\_\_\_\_ NO \_\_\_\_\_

**NAME** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**BILL TO ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Shipping Information** (For multiple shipping addresses please attach on a separate sheet)

**OFFICE CONTACT: Email Order Confirmation?** YES \_\_\_\_\_ NO \_\_\_\_\_

**NAME** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**SHIP TO ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PURCHASING CONTACT: Email Order Confirmation?** YES \_\_\_\_\_ NO \_\_\_\_\_

**NAME** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**TYPE OF BUSINESS** \_\_\_\_\_ **YEARS IN BUSINESS** \_\_\_\_\_

**ARE YOU TAX EXEMPT?** NO \_\_\_ YES \_\_\_ If Yes, please attach a Certificate of Exemption Form.  
Taxes will be applied to all orders pending receipt of this form.

**PRESIDENT** \_\_\_\_\_ **VICE PRESIDENT** \_\_\_\_\_

**OWNER** \_\_\_\_\_ **MANAGER** \_\_\_\_\_

**BANK NAME** \_\_\_\_\_ **CONTACT** \_\_\_\_\_

**BANK ADDRESS** \_\_\_\_\_ **ACCOUNT #** \_\_\_\_\_

**BANK PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**CREDIT REFERENCES:**

1. **NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **FAX** \_\_\_\_\_

2. **NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **FAX** \_\_\_\_\_

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**I/WE REQUEST OUR INVOICES TO BE SENT TO US VIA** (Choose one)

**EMAIL** Please provide Email Address if different than front \_\_\_\_\_

**FAX** Please provide Fax # if different than front of form \_\_\_\_\_

**KSS Enterprises accepts the following payment forms; cash, check, or ACH.  
If you choose to pay by credit card, a 3% convenience fee will be added.**

**WOULD YOU LIKE TO BE SET-UP FOR ONLINE ORDERING? YES \_\_\_\_\_ NO \_\_\_\_\_**  
(If yes, we will contact you for additional information)

**KSS ENTERPRISES TERMS AND CONDITIONS**

**PLACING ORDERS:**

- For your convenience, orders may be placed by phone, fax, and email or through our Customer Service Remote (On-Line Order Entry.)

**ORDER DEADLINE:**

- A 12:00 p.m. cut off time for order placement is applicable on orders scheduled for next day delivery.

**MINIMUM ORDER:**

- All orders less than \$250.00 will be assessed a \$10.00 handling charge.
- Orders picked up by customers are excluded.

**RETURN POLICY:**

- A Return Goods Authorization (RGA) number must be obtained prior to the return of any product. This number must be visible on the package before KSS Enterprises will credit a return. Please obtain an RGA by calling your Account Coordinator, Sales Consultant or the phone number of the location nearest you.
- No credit will be extended for any quantity greater than the amount purchased.
- We are pleased to order any product for you that we do not stock, however, full case quantities must be ordered, and all Special Orders are non-returnable and non-refundable.
- No returns will be accepted after 60 days from invoice date. Claims for damaged product must be reported to KSS within 48 hours after delivery.
- All returns are subject to review before credit is issued. A re-stock fee, including freight, may apply.

**TERMS:**

- Terms are Net 30 Days – Late Fee 1-1/2% per month.
- There will be a \$25.00 service charge for all returned checks.
- Applicant agrees to pay the total amount due on each invoice from KSS Enterprises in accordance with the payment terms thereon, unless otherwise agreed in writing. If not paid when due, Applicant agrees to pay a service charge of 18% per annum (1 ½% per month) or the highest rate allowed by law. Applicant agrees to pay all costs and expenses of collection, whether or not suit is filed, including reasonable attorney fees, incurred by KSS Enterprises in litigation, appeals, bankruptcy proceedings, or otherwise.
- Applicant and KSS Enterprises agree that any disputes between the parties arising out of their business relationship shall be resolved by the appropriate state district, state circuit, or federal court located in the city of Kalamazoo, Michigan and that said venue(s) shall be exclusive venue(s) to resolve such disputes.

**SALES TAX:**

- Until we receive a certificate of exemption form, all customers will be considered taxable.

**I / We understand the above Terms and Conditions, and that invoices and monthly statements will be the only notice that payment is due. I / We also understand and agree to pay the standard legal collection fees required to obtain payment if account becomes delinquent.**

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Return to: KSS Enterprises / Accounting Department**  
Attn: Brandi Miller via fax 269-349-6699 or email to [bmiller@kssenterprises.com](mailto:bmiller@kssenterprises.com)



**CUSTOMER DELIVERY CONTACT INFORMATION FORM**

Please provide the following information requested for delivery purposes and return this form with the New Account Form / Credit Application.

**COMPANY NAME** \_\_\_\_\_

**RECEIVING CONTACT: On occasion we may need to reach you for delivery verification**

#1: Name \_\_\_\_\_

#1: Phone \_\_\_\_\_

#2: Name \_\_\_\_\_

#2: Phone \_\_\_\_\_

**Receiving Hours:** \_\_\_\_\_

**Signature required upon delivery?** YES      NO

**CONTACT FOR DELIVERY CONFIRMATION: Who should receive the delivery email confirmation**

#1: Name \_\_\_\_\_

#1: Email \_\_\_\_\_

#2: Name \_\_\_\_\_

#2: Email \_\_\_\_\_

**May we leave product if nobody is there? If so, where to place product** \_\_\_\_\_

**Receiving Special Instructions** \_\_\_\_\_

**Do you close due to bad weather?** \_\_\_\_\_

**If yes, can we still deliver?** \_\_\_\_\_

**Who do we contact if closed: NAME** \_\_\_\_\_

PHONE \_\_\_\_\_

Return to: KSS Enterprises / Accounting Department

Attn: Brandi Miller via fax 269.349.6699 or email to [bmiller@kssenterprises.com](mailto:bmiller@kssenterprises.com)