

Wholesale Account Form



BUSINESS LEGAL NAME: _____

BUSINESS TRADE NAME (DBA): _____

PHYSICAL LOCATION ADDRESS: _____

MAILING ADDRESS (if different): _____

COUNTY: _____

FEDERAL TAX ID: _____

SC RETAIL/GA SALES TAX #: _____

TYPE OF ACCOUNT:

- Food Service
- Retail
- Both

INVOICE TYPE:

- Printed
- Emailed
- Both

HOW WOULD YOU LIKE TO RECEIVE YOUR ORDERS:

- Delivery (must meet minimum order, delivery not available in all areas)
- Pick-up

ACCOUNTS PAYABLE NAME: _____

ACCOUNTS PAYABLE PHONE: _____

ACCOUNTS PAYABLE EMAIL: _____

TERMS & CONDITIONS

- **How to Order:** Set up an account with Mitla Tortilla Company by filling out our Wholesale Account Form, and then place your order by texting/calling 912-228-3118 or emailing grace@mitlatortilla.com. Orders must be submitted at *least 3 days in advance*, and will be confirmed upon receipt. Orders placed after the deadline cannot be guaranteed, but we will do our best to fulfill late orders. Standing orders can be arranged for customers wishing to place a repeat order. *New Account Form is required for all new customers prior to submitting the first order.*
- **Sales Tax:** Accounts with a Resale Certificate on file will not be charged sales tax and will assume liability for any required sales tax. Sales tax will be billed if no Resale Certificate is on file.
- **Delivery & Pick-Up:** There is a \$100-200 minimum per location for delivery and pick-up is always free at our shop (2744 Louisville Rd., Savannah). Orders are delivered on Wednesdays in Savannah/Hilton Head/Bluffton and Fridays in the Charleston area. Delivery is not available in all areas, and minimum and order deadlines will be confirmed when account is set-up.
- **Payment:** All accounts are started as COD (cash or check). Accounts can be approved for Net 7/15 once a payment record has been established. Check, cash, ACH and Quickbooks Online Payments using a bank account are accepted for payment. Returned checks will be assessed a \$30 fee and bounced Quickbooks payments will be assessed a \$10 fee.
- **Overdue Accounts:** *Accounts with an unpaid balance not paid within 30 days of the invoice date are subject to a 1.33% monthly finance charge.* Failure to make prompt payment may also result in the account returning to COD status and a hold placed on future orders until the account is current. In the event of default, the Applicant shall pay all costs of collection, including attorney's fees and court costs.

Return the completed form via email (grace@mitlatortilla.com), mail (2744 Louisville Rd., Savannah, GA 31415) or print a hardcopy for pick-up.

I have read the *Terms & Conditions* stated above and agree to all *Terms & Conditions*.

CORPORATE LEGAL NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____