



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 . 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, DiscountCoffee.com will determine if Guarantor Credit Card Information is required for this account. You may be sent the Guarantor Information Sheet during your account review period.

#### **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 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, US 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;

<http://www.mycoffeesupply.com/category/returns> , <http://www.mycoffeesupply.com/category/privacy> , <http://www.mycoffeesupply.com/category/security> .

**Signature for Credit Application \***

I hereby agree and accept the terms and conditions of credit with MyCoffeeSupply.com. I, as the below signee, make all representations that I can make binding contractual agreements between my company and MyCoffeeSupply.com effective this day until such time as contract is terminated in writing between myself and MyCoffeeSupply.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**

Phone: 636-278-1900 - FAX 734-758-2128 - Email: [CustomerService@MyCoffeeSupply.com](mailto:CustomerService@MyCoffeeSupply.com) Web: [www.MyCoffeeSupply.com](http://www.MyCoffeeSupply.com)

MyCoffeeSupply.com Corporate Office  
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