



Corporate Account Application
PO Box 110225
Carrollton, TX 75011

Toll-Free 800.480.8071
Fax 972.420.0937

Application must be dated, signed, all information completed and include state sales tax exemption certificate, if applicable, attached prior to receiving corporate account approval.

Full Legal Business Name: _____

DBA: _____
(Doing Business As)

Street Address: _____
(No PO Box, must be UPS delivery address)

City, State: _____ Zip Code: _____

Order Contact Name and Title: _____

Phone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

Email Address: _____

Billing Address: _____
(If different from above)

City, State: _____ Zip Code: _____

Accounts Payable Contact Name: _____

Phone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

Email Address: _____

Number of Employees: _____ Year Business Started: _____

Federal Tax ID #: _____

Form of Ownership: Proprietor _____ Partnership _____ Corporation _____

Names of Owners, Partners and Corporate Officers: _____

DUNS #: _____
(Data Universal Numbering System)

If your company is tax exempt, please provide your Sales Tax Exemption Number: _____

If purchase order is required, please supply necessary information: _____



In the next few months, CoffeeGIANT.com is changing our Accounts Receivable processes and technology, which will impact the way we interact with our valued Corporate Account holders. These changes will increase efficiency and eliminate the need for cutting a paper check for payment on invoices. Your cooperation is needed with the following required actions.

Required Information on Invoices:

New information required on invoices – Billing information must be accurate, including:

- Business Name,
- Account Holder Name (authorized signer on account to be debited),
- Accounts Payable Contact,
- Current and Accurate Billing Address

Please provide correct information to ensure accurate billing of invoices. You will receive a paper invoice by mail marked “Do Not Pay”; this invoice is for your records only. Do not send payment – **all invoices will be debited from your account electronically on the 20th of each month** (if an invoice is placed on the 21st of one month, it will be debited the 20th of the month following).

Payments returned to CoffeeGIANT.com for any reason will assess the customer a \$35 service charge to be paid within 10 business days of notification. There will be a second service charge of \$15 if repayment is not made within the allotted 10 days.

Non-electronic payment of an invoice must be approved in advance by CoffeeGIANT.com. For questions regarding billing, or to dispute an invoice, please email CoffeeGIANT.com accounts receivable department at Billing@CoffeeGIANT.com.

Information submitted is used exclusively for account establishment and maintenance with CoffeeGIANT.com. We will share customer information with governmental authorities when legally required to do so, and may cooperate with these authorities investigating claims of illegal activity such as (but not limited to) illegal transfer or use of copyrighted material, or postings or e-mail containing threats of violence. Except under the limited circumstances described above, we do not disclose customer information to third parties. CoffeeGIANT.com is sensitive to protecting the private information that our customers and visitors provide to us. We also want you to have the opportunity to obtain interesting and useful information, products and services through CoffeeGIANT.com. The loyalty of our customers is very important to us and we hope this policy will underscore our commitment to making sure your experience with us is a good one.

By signing this application you are stating that all information contained herein is accurate and complete. You further authorize CoffeeGIANT.com to verify all information contained herein for accuracy, and authorize CoffeeGIANT.com to credit or debit your account as necessary for adjustments and payments toward invoices.

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Customer bears all risks associated with merchandise after receipt thereof, including those associated with merchandise returned to CoffeeGIANT.com until receipt.

If merchandise arrives damaged, it is to your benefit to refuse delivery and leave product with the carrier. Any product accepted with visual damage should be documented with the carrier in order for a claim to be filed. Keep the original box and packaging. You must then notify CoffeeGIANT.com within two (2) business days of the damage. CoffeeGIANT.com will then notify the carrier and arrange for an inspection and pickup of damaged merchandise. If CoffeeGIANT.com is not notified within the two-day time period then the standard return policy as posted on our website will supersede any claim of damage. Any damage not visible upon delivery must be reported within four (4) business days.

All returns must have a return authorization number obtained from CustomerCare@CoffeeGIANT.com or by calling 1.800.480.8071. CoffeeGIANT.com recommends insuring any merchandise returned and using UPS for the carrier. It is the Customer's responsibility to return merchandise in the condition it was received. Returns must meet the following criteria:

1. Products must be unused and unopened, with no visible damage to the original packaging.
2. All seals and packaging tape must be unbroken.
3. The Return Merchandise Authorization number must appear on the shipping label, not on the inside of the packaging.
4. The return must reach our warehouse within 10 days from when the RMA is assigned to the customer
5. Merchandise must be properly packaged to prevent any damage in shipping.
6. The return label shall be addressed as follows:

CoffeeGIANT.com - Returns Dept
Attn: (your Return Authorization Number)
825 E Business 121
Lewisville, TX 75057

If all criteria are met, CoffeeGIANT.com will electronically issue a credit on your account and you will be sent a credit memo.

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Please direct any other questions or concerns to CustomerCare@CoffeeGIANT.com or contact our Customer Service team at 800.480.0871. We look forward to an enhanced business relationship with you and appreciate your cooperation.



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ACH Authorization
Debit/Credit Authorization

I (we) hereby authorize CoffeeGIANT.com and its affiliate companies to initiate debit and, if necessary to correct errors in any previous debit entries, credit entries and additional debit adjustments to my (our):

Select One: Checking Account, or Savings Account

at the depository Financial Institution named below, and to credit or debit the same from such account. I (we) acknowledge that the authority will remain in effect until I (or either of us) have cancelled it in writing and that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Beneficiary Bank:

Name of Financial Institution: _____

City, State: _____

Zip Code: _____

Beneficiary Account:

Routing/ABA Number (9 digits): _____
(Verify appropriate ACH routing number with financial institution)

Account Number: _____

Name on Account: _____

Beneficiary Account Address: _____

The undersigned hereby represents that such information contained in this application is true, correct and complete. I also represent that I am authorized to provide this information and enter into this Corporate Account agreement with CoffeeGIANT.com. By signing below I give permission for CoffeeGIANT.com to credit or debit my account as necessary for adjustments and payments toward invoices.

This authorization is to remain in full force and effect until CoffeeGIANT.com has received written notification from me (or either of us) of its termination in such time, and in such manner as to afford CoffeeGIANT.com and Financial Institution a commercially reasonable opportunity to act on it.

Authorized Signer: _____ Title: _____
(Please Print)

Date of Application: _____ Signature: _____

If you have more than one authorized signer on this account, please attach additional sheets as necessary to include their names and signatures. Include copy of one voided, blank check with your completed Corporate Account Application for validation purposes. **Fax Completed Application to 972.420.0937**

▼ Attach Voided Check Here ▼

