

Thanks for requesting

an Industry Account with la tavola!

Here's a quick reference list of the information we need for your account. If you get stuck on a page, or wonder why we ask for certain information in our packet, check out our full notes-per-page below.

Pre-Pay by Credit Card:

- Pg 1: Billing contact, order contacts & default delivery instructions.
- Pg 2: Company info & type—Don't forget your FedTax ID#! (skip bank info & refs)
- Pg 3: Credit Card for orders & signature for rental Terms & Conditions
- Pg 4: Re-Sale Status (pg required)

Net 30:

- Pg1: Billing contact, order contacts & default delivery instructions.
- Pg2: Company & bank info—Don't forget your Fed Tax ID# + 3 credit references with faxes, contacts & phone numbers.
- Pg 3: Credit Card for first order & insurance, signature for rental Terms & Conditions
- Pg 4: Re-Sale Status (pg required)

Pg 1 - Customer Account Info - Please include your billing contact, any associates who will be placing orders on your behalf, the type of account you are applying for (pre-pay by CC or Net30), and your default delivery instructions.

Pg 2 - Customer Credit & Industry Discount— We offer a discount to licensed industry professionals. To qualify, please include your Federal Tax ID# on pg2. This number is 9-10 digits long, often considered a business license, and looks like xx-xxxxxxx. It is not a re-sale permit number. To apply for a Net30 account, please include your industry credit references, right column of pg2. To speed up the process, include faxes, phone numbers & contacts - and make sure the companies you list are willing to provide references.

Pg 3 -- Terms & Conditions— Because we rent goods out for return, we require a credit card on file for all accounts & a signed agreement to our terms & policies. The credit card on file is used primarily as insurance in worst case scenarios, but is also used as a default payment method for Pre-Pay Accounts & for the first order on new Net30 accounts.

Pg 4 - Resale Status—We are required by law to have this form on file for all accounts regardless of re-sale status. If you do NOT have a re-sale permit, simply check the second box, fill in your company info, and sign. If you have a re-sale permit, but wish to be taxed on your orders, please still fill in your permit number and make a written request to be taxed on the form.

Let us know how you heard of us!

- Magazine: _____
- Blog: _____
- Facebook/Twitter
- On-line search
- Recommended by: _____
- Trade Show: _____
- Other: _____

CUSTOMER ACCOUNT INFORMATION

We welcome you as a new customer and look forward to serving you. In order to accurately process orders and give you the best service possible, we require all customers to fill out this information form completely. If you have any questions, please contact us at 707.257.3358. Thank you for your cooperation.

BILL TO:

Company Name: _____

(if operating under a dba include full company name)

Billing Contact: _____

Billing Address: _____

Telephone: _____

Fax: _____

Email: _____

Federal Tax Id: _____

State Sales Tax #: _____

ORDER CONTACT:

Name: _____

Telephone: _____

Cell Phone: _____

Fax: _____

Email: _____

REQUESTED PAYMENT TERMS:

Net 30: _____

If Net 30 credit is selected, please complete attached credit application. First order on new Net 30 will be charged to your credit card. Credit requests are subject to approval.

TERMS ACKNOWLEDGED BY:

Name: _____

Signature: _____

PRIMARY SHIP TO ADDRESS:

Company Name: _____

(if operating under a dba include full company name)

Onsite Contact: _____

Address: _____

*(Cannot ship to
PO Boxes)*

Telephone: _____

Fax: _____

Email: _____

DELIVERY INSTRUCTIONS:

Do you have special requirements or instructions for this location?

_____ Deliver to Loading Dock

_____ Deliver to Office

Instructions/Notes: _____

Pre-Pay by Credit Card: _____

Please request a Credit Card Authorization form per order if you would like to use your clients credit card.

CUSTOMER CREDIT APPLICATION

COMPANY INFORMATION:

Company Name & Full Address

Contact: _____

Telephone: _____

Fax: _____

Email: _____

TYPE OF COMPANY:

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Beverage Co. | <input type="checkbox"/> Florist |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Hotel |
| <input type="checkbox"/> Coordinator | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> DMC | <input type="checkbox"/> Winery |
| <input type="checkbox"/> Event Site | <input type="checkbox"/> Other: _____ |

COMPANY INFO:

Federal Tax ID: _____

State Sales Tax #: _____ **** SEE PAGE 4****

Years in Business: _____

NAME AND ADDRESS OF BANK REFERENCE:

Account No: _____

Contact: _____

Phone: _____

TERMS ACKNOWLEDGED BY:

Name: _____

Signature: _____

INDUSTRY REFERENCES:

Company Name and Full Address

1. _____

Contact: _____

Telephone: _____

Fax: _____

2. _____

Contact: _____

Telephone: _____

Fax: _____

3. _____

Contact: _____

Telephone: _____

Fax: _____

INDUSTRY ACCOUNT TERMS and CONDITIONS

CREDIT CARD FOR FILE: La Tavola requires all Customer Credit Applications to be accompanied by a "For File" credit card authorization, which will be held with your Customer Account. This "For File" credit card will be charged for the first order on new Net 30 accounts, and unreturned orders, lost and damaged items, seriously delinquent invoices.

CC NUMBER: _____ EXPIRATION: _____

NAME ON CARD: _____ CVV* _____

ADDRESS: _____ ZIP CODE: _____

**American Express code is 4 digits, located on the front of the card above and to the right of the credit card number; MasterCard & Visa code is 3 digits, located on the back on the card signature panel.*

AUTHORIZED SIGNATURE: The undersigned represents that s/he has the authority to request the above credit card be billed for services according to the terms stated here and without dispute.

(SIGNATURE)

INDUSTRY ACCOUNTS: La Tavola offers account holder status to Industry Professionals only, and we reserve the right to review and determine your Industry Professional status according to the following guidelines: an Industry Professional is a licensed Caterer, Beverage Company, Event Coordinator, Event Site, Destination Management Company, Florist, Hotel, Restaurant or Winery. Other professionals may qualify upon review of this application.

TERMS AND CONDISTIONS: By signing these terms and conditions, you verify that the information provided is accurate. Your signature below indicates your agreement to La Tavola's payment terms: (1) for Net 30 accounts, invoices are due in full within 30 days of the order delivery date, and failure to submit payments accordingly may result in a suspension of your credit with our company and/or a late charge of 10% of the past due balance; (2) for Pre-Pay by Credit Card accounts, invoices are due in full 48 hours prior to delivery or shipment. (3) should La Tavola not receive payment according to your agreed upon terms, your "for file" credit card will be charged or your order will be cancelled. Your signature also authorizes La Tavola to release credit reports, account inquiries and/or verbal account information. We reserve the right to refuse credit or service, and to suspend any account agreements, at any time.

TERMS ACKNOWLEDGED BY:

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

RESALE TAX CERTIFICATION

Dear Customer:

In order to avoid sales tax on your rentals and purchases, we are required to have on file a signed Resale Tax Certificate. Please complete and return this form IMMEDIATELY. You may fax it back to 707.257.3386.

*Please complete the section that applies.

() I hereby certify that I hold a valid sales tax permit Number: _____ for the state of _____. I will re-sell or re-rent the item(s) listed below, which I am purchasing or renting under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for rent or sale in the regular course of my business. I understand that if I use the item(s) rented or purchased under this certificate in any manner other than as just described I will owe use tax on each item's price or as otherwise provided by law.

Description of Item(s) to be rented or purchased: linens, napkins, chair cushions, pillows, bean bag rounds, etc.

() I hold no certificate of resale number and should be charged all applicable taxes.

Please complete all information below:

Company Name: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Printed Name: _____ Title: _____
Signature: _____