

**TVI General LLC**  
2531 Ninth St., Suite B, Berkeley, CA 94710  
ph: (866) 878-3832, fax: (510) 524-1848, email: sales@tviservicebureau.com  
www.rngco.com • www.teance.com • www.inpursuitoftea.com

**- NEW ACCOUNT SETUP & INFORMATION UPDATE FORM -**

**Business Name / DBA:**

**Federal Tax Identification Number (EIN):**

Street Address:

City, State, Zip:

Phone:

**Owner/Managing Group:**

**Tea Buyer** (Executive Chef/General Manager/Beverage Director):

Email:

Phone:

**Shipping Address (Please be specific):**

Street/Floor/Dept:

City, State, Zip:

**Billing Address (if different from above):**

Street/Floor/Dept:

City, State, Zip:

**Accounts Payable Contact:**

Name:

Email:

Phone:

Fax:

***Credit Card On File (Required)***

Number/Expiration:

CVV:

Name on Card:

Billing Address:

City, State, Zip:



**Red & Green Co.**



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**- Policies and Procedures -**

Thank you for signing on to our tea program. Please read each section.  
By signing the account set up form, you are agreeing to our terms and conditions.

**Tea Selection**

To ensure that we bring you the best possible product, all of our teas are seasonal, therefore, selection and availability may vary from time to time and pricing is subject to change. The Price List provided serves as a guideline of our offerings. Please call us for any special requests; please note special order items (e.g. teaware) incur an additional order time.

**Payment Terms**

A valid credit card (or COD) is required for the opening order and subsequent orders may be placed by credit card, COD or by Net 15 Terms if approved. All credit card information will be kept on file for security, and information will be updated annually. Please note that additional COD fees will apply. We offer Net 15 Terms subject to approval (*see below for details*).

**Past Due Invoices**

For payments not received by the due date, we will automatically charge the full outstanding balance to the credit card on file by the 5th day past due. If the account is not current nor charged for the outstanding balance, any subsequent or current orders will be held until the balance is cleared. Interest will begin to accrue beginning the 6th day the account is past due, at 1% per month.

**Shipping**

Unless otherwise requested, all orders will ship via Standard UPS Ground or 3 Day Select depending on location. Most orders placed before 1pm EST will be shipped the same day. A separate invoice will be issued for all backordered items and the shipping charges will adjusted accordingly. Special order teas not on our provided Tea List and any teaware will take up to two weeks to procure depending on season and availability, exceptions apply. Teaware orders may require a credit card payment, please contact us for further details.

**Application for Net 15 Terms: Subject to Approval**

By applying for terms, you understand that any unpaid balances will be charged automatically within 5 days past due; if not charged, an interest of 1% will accrue on the 6th day after the invoice is due if unpaid. Account will be on suspension until brought to current. Net terms may be revoked subject to the discretion of the company and any changes will be duly notified.

Please initial and date here, indicating that you have read and understand our policy:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



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**- Application for Net Terms -**

**Trade References** (Please provide at least 2 references):

I) Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

II) Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*D&B rating (if any):*

Years in business: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* Please note Net terms can be revoked at our discretion due to nonpayment or late payment beyond 5 business days from due date.*

