

TEA VENTURES INTERNATIONAL
1435 Fourth St., Berkeley, CA 94710
ph: (866) 878-3832 fax: (510) 524-1848 email: sales@teaventures.com
www.rngco.com • www.teance.com • www.inpursuitoftea.com

- NEW ACCOUNT SETUP FORM -

Please print legibly.

Business Name / DBA:

Federal Tax Identification Number (EIN):

Resale Number (if available):

Owner/Managing Group:

Tea Buyer Contact:

Name:

Title/Position:

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 setup 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 serves as a guideline of our offerings.

Lead Time

The lead time for an order can be up to two business days. Special order teas not on our provided Tea List, and any teaware may take up to two weeks to procure. Teaware orders may require pre-payment; please contact us for further details. Special order items may incur an additional order time.

Minimum Order

There is a \$150 *or* three pound minimum per order. A \$5 surcharge will be added if the minimum is not met, exceptions may apply.

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 a member of a restaurant group that is in good standing, pre-payment for the initial order may be waived and Net terms immediately shared (*see below for details***). 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 fifth day past due. If the account is not current or 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 sixth day the account is past due, at 2% per week.

Shipping

Unless otherwise requested, all orders will ship via UPS Ground. Most orders placed before 1pm EST will be shipped the same day. A separate invoice will be issued for all backordered items.

Application for Net 15 Terms: Subject to Approval

By applying for terms, any unpaid balances will be charged automatically within five days past due; if not charged, an interest of 2% per week will begin to accrue on the sixth day after the invoice is due if unpaid. An unpaid account will be placed on suspension until payment is resolved. Net terms may be revoked subject to the discretion of the company.

****Other Net terms:** If a restaurant group has been granted another Net status (i.e. Net 30, Net 10, etc), any additional restaurants in that group may be granted the same status. *Subject to approval.*

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 two references):

1) Business Name: _____ **Address:** _____

Contact Name: _____ **Phone:** _____

Email: _____

2) 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 non-payment or late payment beyond five business days from the due date.*

