

Please complete and fax or email back to: 203-403-2519 or frans@royalbakersdist.com



To help expedite the approval process please provide complete and accurate contact information for your references.

Sales Rep: _____

Credit Application

| 1. Company Information | | | | |
|---|--|---|---------|--------------------|
| Business Name: | | DBA: | | In Business Since: |
| Federal Tax ID: (Required) | | Entity Type: (Check One) | | |
| | | <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual | | |
| Billing Address: | | Ship to Address: | | |
| | | | | |
| Business Phone: | | Business Fax: | | |
| | | | | |
| 2. Contact Information | | | | |
| Ordering Contact: | E-mail: (REQUIRED) | Phone: | Fax: | Mobile: |
| | | | | |
| Account Payable Contact: | E-mail: (REQUIRED) | Phone: | Fax: | Mobile: |
| | | | | |
| 3. Ownership | | | | |
| Principal or Partner 1: | Home Address: (REQUIRED) | Home Phone: | Mobile: | |
| | | | | |
| Principal or Partner 2: | Home Address: (REQUIRED) | Home Phone: | Mobile: | |
| | | | | |
| 4. Financial Information | | | | |
| Bank Name & Address: | | Checking Account No. | | |
| | | Bank Phone: | | |
| | | Bank Contact: | | |
| | | | | |
| 5. Trade References (3 Required – no liquor distributors and at least 1 being a local food vendor,) | | | | |
| Vendor 1: ACCOUNT # | Accounts Receivable Contact: Phone: | Credit Reference Fax: (REQUIRED) | | |
| | | | | |
| Type of Business: | Length of Relationship: | Credit Limit: | | |
| | | | | |
| Vendor 2: ACCOUNT # | Accounts Receivable Contact: Phone: | Credit Reference Fax: (REQUIRED) | | |
| | | | | |
| Type of Business: | Length of Relationship: | Credit Limit: | | |
| | | | | |
| Vendor 3: ACCOUNT # | Accounts Receivable Contact: Phone: | Credit Reference Fax: (REQUIRED) | | |
| | | | | |
| Type of Business: | Length of Relationship: | Credit Limit: | | |
| | | | | |



Credit Application

All sales to buyer above are subject to the Terms and Conditions attached to this application for Credit.

I have read and understand, and I agree to comply with the terms and conditions, on page 3 and 4 of this document, for credit with ROYAL BAKERS DISTRIBUTING, INC. The information supplied in this application is true and correct to the best of my knowledge. I, the undersigned, affirm that I am authorized to sign this document on behalf of the above business.

| | |
|-------------------------|--------|
| Signature: | Date: |
| Print Full Name: | Title: |

Individual Personal Guaranty (Optional)

In order to induce ROYAL BAKERS DISTRIBUTING, INC. to extend credit to the buyer on Page 1 of this application, the undersigned personally guarantees payment of the account and of each and every invoice rendered to the buyer by ROYAL BAKERS DISTRIBUTING, INC. and all expenses of collection including attorney's fee of 25%. This guarantee is and shall be in full force and effect until it is canceled in writing and forwarded to ROYAL BAKERS DISTRIBUTING, INC.. by Registered Mail, Return Receipt Requested. Said cancellation to be effective commencing twenty-four (24) hours after receipt thereof by ROYAL BAKERS DISTRIBUTING, INC.

Print Name: _____ *Signature: _____

Home Address: _____

Social Security Number: _____ - _____ - _____ Date: _____

Witness: _____

Individual Must Sign Their Name – No Corporate Title Shall Follow Name

| For Office Use Only | |
|---------------------|---------------|
| Reviewed By: | Terms: |
| Approved By: | Credit Limit: |



Terms and Conditions

Delivery

It is agreed that the buyer may receive orders during hours when its business is closed; the buyer accepts all risk of loss of order. In cases where it is agreed that the delivery be made while the buyer's establishment is open buyer will sign a copy of the invoice which will be returned to this vendor's office.

Missing, Damaged or Wrong Item Procedures

It is your responsibility to verify that the contents of the order match the invoice.

In order to receive credit for a missing, damaged or wrong item you **MUST** contact the office (203) 403-2515 or Fax: 203 403-2519, before noon on the day of the occurrence. No credit will be given after that time.

We will provisionally credit your account and investigate the incident.

In the case of damaged or wrong items, set the item(s) aside, we will pick it up. If you use or discard the item(s), we will reverse the credit and you will be charged for it.

We are not responsible for stolen items if left outside your location unprotected. We suggest having a bread bin or a key to the location to place the items inside to safeguard your delivery.

Delivery Schedule

We deliver 7 days a week 365 days a year.

Your target delivery time will be before 7am. The time stated is not guaranteed; we will make best efforts to meet this time. Please keep in mind that many times circumstances are beyond our control. For instance, traffic and the weather have major effects on our timeliness. Other factors affecting delivery times are truck break down or worst yet, an accident, on occasion bakeries run late due to high volumes or equipment failures. In addition, we may change routes around which subsequently changes delivery times. If it sufficiently impacts your current delivery time we will notify you of the new time before we make the change.

Office Hours

The office is open from 8:30 a.m. to 4:30 p.m. Monday thru Friday. Voice mail will be available all other times and is checked frequently on the off hours.

The office will be closed on New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

Ordering

All orders must be called in before 2:00 P.M. daily. Orders for Saturday, Sunday & Monday must be placed on Friday before 2 P.M. If your order contains items from one of our 48 hour bakeries such as, Amy's Bread, Balthazar Bakery, Bread Alone, Pane D'Avignon, and Sarah's Cookies & Cakes, then, Tuesday's order must be also be placed on Friday before 2 P.M.

Late orders, after 2 p.m., will be accepted on an exception basis up to 4:00 p.m. After 4:00 p.m. we will still accept the order and use our best efforts to acquire the items. That means, we will take these orders with us to the bakery that evening and try to fill it with the bakeries' over run. Every effort will be made to fill the order but anything after 4:00 p.m. is not guaranteed.

48 Hour Ordering

48 hour ordering is required for all items in a few bakeries. Those bakeries are as follows: Amy's Bread, Balthazar Bakery, Bread Alone, Pain D'Avignon, Bread Alone, and Sarah's Cookies & Cake.

48 hour ordering means orders placed on Monday will be picked up and delivered to you on Wednesday morning. Remember, orders for Sunday, Monday and Tuesday must be placed on Friday before 2 P.M.



Terms and Conditions

Ordering Minimums

The minimum order amounts for **Fresh** products are as follows:

| <u>Location</u> | <u>Amount</u> |
|--|----------------------|
| Manhattan, Bronx, Brooklyn and Queens | \$35.00 |
| Lower Westchester and Nassau County | \$45.00 |
| Northern Westchester, Fairfield, New Haven and Hartford Counties | \$50.00 |
| Lower Litchfield County | \$150.00 |

The minimum order amounts for **Frozen** products are as follows:

| <u>Location</u> | <u>Amount</u> |
|---|----------------------|
| Manhattan, Bronx, Brooklyn and Queens | \$150.00 |
| Lower Westchester and Nassau County | \$200.00 |
| Northern Westchester, Fairfield and Hartford Counties | \$225.00 |
| Lower Litchfield County | \$250.00 |

Cancellations

All cancellations of an order or an item in the order must be done before 2 p.m. and on 48 hour bakeries before 2 p.m. **two** days before the delivery date to insure the cancellation will be accepted. After that time the bakeries have already entered the items into their system and released it to production. They will not accept cancellations. However, every attempt will be made after 2 p.m. to cancel but there are no guarantees.

Pricing

Royal Baker's business has two main components which determine price, cost of goods and fuel. When economic conditions are stable our prices remain constant. When the economy is in flux and our cost of goods rise, so will our prices. When the cost of fuel increases significantly we react by implementing a fuel surcharge. The charge is determined by your distance from our depot in Long Island City, NY and the extent of the increase. We will reduce and/or remove the charge when and if these costs change significantly.

Security Deposit

All new businesses, in business for less than one year, may be subject to a security deposit.

The amount of the security deposit is determined by two factors, the average weekly order amount and the payment terms. Simply multiple the average weekly order amount by the number of weeks in the payment terms, plus 1. For instance, if your average weekly order amount is \$500.00 and your terms are weekly then, it would be $500*(1+1) = 1,000$.

Statements & Payments

Your payment terms are net **7** days. Statements are generated close of business Monday and faxed throughout the next business day. Payments are expected to be post marked by no later than Friday of that week.

You may pay by Check or Credit Card. The only credit cards we accept are MasterCard or Visa. You must complete a Credit Card Authorization form to be eligible to use this method. If payment is not received within the mutually agreed upon terms, Royal Bakers Distributing, Inc. reserves the right to suspend delivery pending payment.

Only C.O.D accounts will be picked up by the driver at the time of delivery. Cash or Check payments will not be picked up in person. If you cannot mail the payment and you must have it picked up a \$25.00 pickup charge will be added to your statement.

Return Checks

All returned checks will be subject to a \$25.00 processing fee and will be automatically re-deposited the first time. If the same check is returned a second time an additional \$25.00 fee will be charged and payment will be expected to be in cash, certified check or money order.

If any time during the course of our relationship a second check is returned for any reason, not only will it be subject to the \$25.00 processing fee but, we will no longer accept your checks. From that point forward, all orders will be either COD or Credit Card. If credit card, your order will be charged on the day the order is placed.