



Global Organic/Specialty Source, Inc.  
7345 16<sup>th</sup> St. East, Suite 116, Sarasota, Fl. 34243  
Phone (941) 358-6555 • Fax 941-358-6551

**Business Application & Policy Notice**

Date \_\_\_\_\_ DBA \_\_\_\_\_  
Business Name \_\_\_\_\_  
State Registration # \_\_\_\_\_  
Federal ID# \_\_\_\_\_  
Business Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Business Email \_\_\_\_\_  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Type of Business \_\_\_\_\_ Years Established \_\_\_\_\_  
Length of Time at Above Location \_\_\_\_\_  
  
Special Billing Instructions \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Mail Invoices To \_\_\_\_\_

**Owner Information**

Please Check One: 1. Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_  
2. President \_\_\_\_\_ Owner \_\_\_\_\_ Managing Partner \_\_\_\_\_  
Full Name \_\_\_\_\_  
Residence Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Number \_\_\_\_\_



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**DELIVERY ROUTING MAINTENANCE FORM**

Account Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Store Hours \_\_\_\_\_ Potential Delivery Times \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Type of Business (circle one): Restaurant    Retailer    Co-op    Buying Club

Location Type (circle one): Residential    Commercial

Can your location receive a Tractor/Trailer? Yes \_\_\_\_\_ No \_\_\_\_\_

Any large overhanging trees on the delivery street? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the loading area accessible to:

Loading dock: Yes \_\_\_ No \_\_\_

Hand truck: Yes \_\_\_ No \_\_\_

Pallet: Yes \_\_\_ No \_\_\_

Can your location support Key Drop deliveries? Yes \_\_\_\_\_ No \_\_\_\_\_

**Driving Directions from Major Highway or Interstate**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Global Organics use only:

Route: \_\_\_\_\_

Del Days: \_\_\_\_\_

E.T.A \_\_\_\_\_ Trans Approval: \_\_\_\_\_ Sales Approval: \_\_\_\_\_



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**Terms of Payment - Effective October 1, 2006:**

1. COD – Check, money order or cash for the driver when delivery of product is received.
  - a. Key-In Drop Lock shipments must have check waiting for driver in specified location agreed between transportation and customer.
2. NET 7 – Payment is required for the previous week's invoice, either to driver or mailed.
3. NET 14 – Payment is required for the earliest invoice in arrears, either to driver or mailed.
  - a. Accounts with outstanding balances 14 days over terms will be placed on Credit Hold. Accounts with outstanding balances over 30 days will be assessed late fees in the amount of 1.5% per month to a maximum of 18% per annum by federal regulation law and U.C.C. code.
4. In the event of any changes in responsible parties, the undersigned will notify Global Organic Specialty Source, Inc. in writing, the name, address and phone number of the new responsible party. The terms of this agreement will remain in full force until acknowledged in writing by Global Organic Specialty Source, Inc.

**ALL INVOICES MUST BE SIGNED AND DATED BY THE CUSTOMER AND DRIVER ACCEPTING THE DELIVERY.**

**Non-Sufficient Funds Charges:**

If a check is returned for any reason, a charge of \$30.00 will be added to the account. This charge must be included with the replacement check. If any future checks are returned, the account will automatically convert to COD.

**Credit Limit:**

Credit limits are established within 30 days of account set-up. Account balances can not exceed this amount. If the account exceeds this limit, new orders may not be placed until a payment is received equivalent to the over-limit plus the amount of the new order.

**Credits:**

Credits will be given as follow; no other method of credit will be accepted.

For product returns while driver is present:

1. Bring returns to the driver in the original carton for full credit. Do not write/mark on original carton.
2. Credit will be posted to the account when invoice copy is received and product returned to warehouse.

For product returns after driver has left:

1. Our sales department must be contacted within 24 hours of delivery.

2. Call a Global Organic Sales Representative or fax a copy of the invoice with the credits listed in the credit section of the invoice.
3. A Credit Memo number will be issued from sales with return instructions.
4. Global Organics personnel may request as a condition, that the product be returned to our facility via our driver at your next scheduled delivery and the credit will be issued after verification of receipt of the product is complete.
5. A credit will be issued to the account when return is finalized.

Any credits on an account must be used within 90 days of date of issue at which point they are no longer valid.

I/We, \_\_\_\_\_ both, individually and as an Officer(s) of the corporation hereby warrant the above information to be true, and authorize Global Organic Specialty Source, Inc. to investigate the references listed pertaining to my/our credit and financial responsibility. I/We guarantee payment in accordance with Global Organic Specialty Source, Inc. terms of payment. I/We further agree that should it be necessary for Global Organic Specialty Source, Inc. to initiate any legal proceedings for the collection of any balance due under this account, I/We agree to pay reasonable attorney's fees to be fixed by the court and all costs of the suit.

**I have read and accept the above terms and policies, and attest that I am authorized to sign on behalf of my Company.**

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Signature

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Date

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Print Name

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Signature

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Date

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Print Name