



## NEW CUSTOMER APPLICATION FORM

**Business**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Type of Business: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual Proprietorship \_\_\_\_\_

Years in Business \_\_\_\_\_ Tax ID: \_\_\_\_\_

**Principal Owners**

Name: \_\_\_\_\_ Business Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Social Security No: \_\_\_\_\_

**Bank Reference**

Name of Bank \_\_\_\_\_ ACCT. No. \_\_\_\_\_

Address: \_\_\_\_\_ Tel No. \_\_\_\_\_

**Trade Reference**

Supplier Name: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Address: \_\_\_\_\_

Supplier Name: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Address: \_\_\_\_\_

**How did you hear about us:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
I/We certify that the above information is true and correct and I/We agree to pay this amount in accordance with your credit terms. I/We authorize you to verify this information and/ or obtain additional information by securing data from credit reporting agency.

SIGNED: \_\_\_\_\_ POSITION: \_\_\_\_\_

SIGNED: \_\_\_\_\_ POSITION: \_\_\_\_\_

### **PERSONAL GUARANTEE**

In Consideration for the credit extended to the above-listed entity, the undersigned hereby guarantees and agrees to be personally liable for all indebtedness by the above-listed entity.

PRINT and SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



## CREDIT POLICY

CEE Enterprises is committed to providing its customers with the best possible customer service as a trusted business partner. To provide a high-quality level of service and earn customers' business through value and convenience, customers are required to pay their bill on time. CEE has adopted the following credit policy so that our customers who pay on time would not lose out on services and timely deliveries.

### Credit Policy

1. All accounts must provide the following information: Name of owner, accurate telephone number, valid e-mail address, and company tax ID (EIN#) and signed credit application form as provided.
2. Bounced check will result in an automatic order hold, where no new orders will be processed until bounced check and bounced check fees have been repaid within a week.
3. Bounced check fees are \$35.00USD per bounced check.
4. If there are 3 (three) bounced checks within a calendar year the check payment privileges will be suspended for the rest of the calendar year and may be restored the following year based on timely repayments of bounced checks, bounced check fees, and COD delivery payments for the rest of the year.
5. All accounts with invoices past agreed payment terms date will automatically be 'On Hold' for any new orders, until that invoice is paid in full.
6. All 'On Hold' accounts with invoices past due 60 days will automatically be placed for collection with an external collection agency and accounts will be closed.
7. Any account reinstatement after closure will require the account to go through a new account set up process where the account will be required to sign personal guarantee form and mandatory 6 months COD term.
8. CEE Enterprises reserves the right to establish a credit limit per customer. If the credit limit has been reached, and you would like to place a new order, CEE will require payment of your most dated unpaid invoice(s), even if it is not past due.

### Terms

1. All new customers are required to pay COD within the first 6 months of opening an account.
2. Credit will be extended to new customers after the first 6 months of continuous ordering and on-time payment after which, customers are then entitled to agree upon terms.
3. All out of state customers or customers who require freight pick-up from our warehouse must prepay for their orders.
4. We accept cash, check, credit card with a 2.75% surcharge on invoice total, or ACH payment.

I, \_\_\_\_\_, have received, read and understood the CEE Enterprises

*(Print first and last name)*

Credit Policy as outlined above.

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Customer Signature

Date



## SALES & RETURN POLICY

To provide all our customers with timely and fair services, we at CEE Enterprises have developed a policy which outlines details regarding placing and receiving orders, pricing, as well as damages and returns.

### Placing orders

1. For customers receiving deliveries, all orders/changes to orders must be made by 2:00pm EST on the business day before delivery.
2. Our pick-up hours are Monday to Friday 9:00AM – 12:00PM EST and 12:30PM – 3:00PM EST. For customers picking up orders before 12:00PM EST, all orders/changes to orders must be made by 4:00pm EST the business day BEFORE pick-up. For customers picking up orders after 12:30pm EST, all orders/changes to orders must be made before 12:00pm EST on the day of pick-up.
3. CEE cannot hold/reserve orders for over a week. Any orders that surpass this time frame will be cancelled without prior notice.

### Pricing

1. All pricing is current at the time of distribution of invoice.
2. Due to fluctuations in freight costs and price increases by manufacturers, prices are subject to change without prior notice.
3. No changes may be made to invoices without prior authorization of CEE sales representative.

### Shortages, Damages and Returns

1. Regarding outside truckers/carriers, all merchandise leaves our warehouse in good condition and is packed to meet carrier's specification. It is the carrier's responsibility to deliver the merchandise in good condition. CEE Enterprises assumes no responsibility of damage or loss that occurs in transit. We can help collect claims only if we are supplied with a properly noted freight bill indicating damage or shortage, signed by the driver.
2. No returns of ice cream & frozen products will be accepted.
3. Notify CEE Enterprises by phone or in writing regarding problems with your order.
4. No merchandise may be returned for credit without authorization from CEE Enterprises.
5. Merchandise must be returned in the same condition and packaging as given.
6. All claims must be filed within 7 days after receiving merchandise. Refunds will be applied as credit to the next invoice or as a check.

I, \_\_\_\_\_, have received, read and understood the CEE Enterprises  
(Print first and last name)

Sales and Returns Policy as outlined above.

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Customer Signature

Date