



INDUSTRY ACCOUNT PACKET

Please complete the following information and submit via email or fax to:

e. newaccounts@theoncollection.com *f.* 707.258.6315

This form is created in Adobe Acrobat format. In order to use this form, you will need to **DOWNLOAD** and **INSTALL** Adobe Acrobat Reader. Click **DOWNLOAD** to get link.

Welcome to Theoni, we look forward to working with you!

In order to accurately process your orders, and give you the best service possible, we require all new industry clients to fill out this packet completely. This consists of three forms:

1) Industry Account Information 2) Industry Account Terms & Conditions 3) Resale Tax Certificate

At Theoni, we offer “account holder” status to licensed industry professionals only, though we do also rent to the general public. We keep your billing information on file, and give you the option of opening a line of credit with us, to make ordering easier.

We do reserve the right to review and determine your industry professional status according to the following guidelines. An industry professional is a licensed:

**Caterer • Coordinator • Corporate Events Department • Destination Management Company
Event Venue • Florist • Hotel • Restaurant • School**

Other professionals may qualify upon review of this application. If you have any questions, please contact us at **707.258.6309**.

Thank you for requesting an industry account with us! We are honored to work with you and look forward to providing seamless, high-quality service.



INDUSTRY ACCOUNT INFORMATION

We require all new industry accounts to fill out the form completely.

BILL TO:

Company Name: _____

(if operating under a dba include full company name)

Billing Contact: _____

Billing Address: _____

Telephone: _____

Fax: _____

Email: _____

Federal Tax ID: _____

State Sales Tax #: _____

Years in Business: _____

TYPE OF COMPANY:

- Caterer DMC Hotel
- Coordinator Event Venue Restaurant
- Corporate Events Florist School
- Other _____

REQUESTED PAYMENT TERMS (choose one):

Net 30:

If Net 30 credit is selected, please complete attached credit application. The first order on new Net 30 accounts will be charged to your credit card. Credit requests are subject to approval.

Pre-Pay by Credit Card:

Please request a Credit Card Authorization form per order if you would like us to bill for client's credit card directly.

Electronic Signature _____ Date _____

By typing my signature here, I certify that I have the authority to request the above payment terms and be billed for services according to the conditions stated here without dispute. I certify the above information to be accurate and authorize Theoni to use this information in establishing our industry account.

DELIVERY INSTRUCTIONS:

ORDER CONTACT:

Name: _____

Telephone: _____

Cell Phone: _____

Fax: _____

Email: _____

Name: _____

Telephone: _____

Cell Phone: _____

Fax: _____

Email: _____

PRIMARY SHIP TO ADDRESS:

Company Name: _____

(if operating under a dba include full company name)

Onsite Contact: _____

Address: _____

(cannot ship to _____

PO Boxes) _____

Telephone: _____

Fax: _____

Email: _____

Special Instructions: _____



INDUSTRY ACCOUNT PAYMENT TERMS and CONDITIONS

For Net 30 terms, we will contact other companies in the special events industry with whom you currently have an established line of credit. If you would like us to charge your credit card per order, you do not need to provide industry references.

NET 30 ACCOUNTS: Company Name: _____
Contact/Phone: _____
Fax or Email: _____

Company Name: _____
Contact/Phone: _____
Fax or Email: _____

Company Name: _____
Contact/Phone: _____
Fax or Email: _____

CREDIT CARD FOR FILE: Theoni requires all Customer Credit Applications to be accompanied by a “For File” credit card authorization, which will be held with your Customer Account. This “For File” credit card will be charged for the first order on new Net 30 accounts, unreturned orders, lost and damaged items, and seriously delinquent invoices.

CC Number: _____ Expiration Date: _____

Name on card: _____ CVV*: _____

*American Express code is 4 digits, located on the front of the card, above and to the right of the credit card number; MasterCard or Visa code is 3 digits, located on the back, in the card signature panel.

Address: _____

City: _____ State: _____ Zip Code: _____

TERMS AND CONDITIONS: By signing these terms and conditions, you verify that the information provided is accurate. Your signature below indicates your agreement to Theoni’s payment terms: (1) for Net 30 accounts, invoices are due in full within 30 days of the order delivery date, and failure to submit payments accordingly may result in a suspension of your credit with our company and/or a late charge of 10% of the past due balance; (2) for Pre-Pay by Credit Card accounts, invoices are due in full 48 hours prior to delivery or shipment. (3) should Theoni not receive payment according to your agreed upon terms, your “For File” credit card will be charged or your order will be canceled. Your signature also authorizes Theoni to release credit reports, account inquiries and/or verbal account information. We reserve the right to refuse credit or service, and to suspend any account agreements, at any time.

Electronic Signature _____ Date _____

By typing my signature here, I certify that I have the authority to request the above payment terms and be billed for services according to the conditions stated here without dispute. I certify the above information to be accurate and authorize Theoni to use this information in establishing our industry account.



RESALE TAX CERTIFICATION

Please indicate whether or not you hold a valid sales tax permit number. If you do, and request that we not charge you sales tax, we are required to have your permit number on file.

THIS FORM MUST BE COMPLETED IN FULL TO OPEN AN INDUSTRY ACCOUNT.

I hereby certify that I hold a valid sales tax permit number: _____

for the state of _____. I will re-sell or re-rent the item(s) listed below, which I am renting under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for rent or sale in the regular course of my business. I understand that if I use the item(s) rented or purchased under this certificate in any manner other than as just described I will owe use tax on each item's price or as otherwise provided by law.

Description of item(s) to be rented or purchased: votives, lanterns, candelabras, napkin rings, candles, table accessories, etc.

I hold no certificate of resale number and should be charged all applicable taxes.

Company Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Electronic Signature _____ Date _____

By typing my signature here, I certify that I have the authority to request the above payment terms and be billed for services according to the conditions stated here without dispute. I certify the above information to be accurate and authorize Theoni to use this information in establishing our industry account.