

COMPANY
LOGO



FERN TRIMMINGS

1555 North Main Street
PO Box 2555
Mainetown, ME 04000

Phone: 207-555-5555
Fax: 207-555-4444
E-Mail: info@ferntrim.org
Web: www.ferntrim.org

WHOLESALE ORDERING AND TERMS INFORMATION

Ordering and Terms

- Minimum first order is \$250; reorder minimum is \$150
- VISA/MasterCard/Discover/American Express
- **AND/OR [as the manufacturer you can choose this as another or additional alternative]**
First order is COD, or payment may be made in advance of shipment by a check or money order. If you prefer, a Pro Forma invoice for payment in full can be sent prior to shipping.
Terms are available on subsequent orders with credit references
- Prices are subject to change without notice, unless under contract
- Please make checks payable to **Fern Trimmings**
- All past due accounts are subject to 1.5% monthly interest on unpaid balance
- Any account which is delinquent over 30 days will automatically be put on first order terms

Credit References

- Fill in attached form and send to Fern Trimmings at the above address

Shipping

- Orders are usually shipped within *[whatever your normal delivery timeframe is]*
- Customer is billed on order invoice for Shipping and Insurance – see Wholesale Price list for details
- All goods are FOB Mainetown, ME
- Please state preference of US Post Office or UPS. All UPS shipments must include a street address

Returns and Claims

- Goods may only be returned with an authorization and an RA# [Return Authorization number] , otherwise credit will not be issued
- Returns and claims must occur within 10 days of delivery
- Please return all packing materials for inspection by carrier
- There is a 10% Restocking Fee for returned merchandise
- Special orders are NOT returnable

See Other Forms for Further Information

Credit References Form Invoice/Order Form
Wholesale Price List Brochure

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Invoice Number: _____

Date: _____

Customer ID: _____

WHOLESALE INVOICE/ORDER FORM

Bill To:	Ship To:

Purchase Order #	Ship Date	Sales Rep	FOB	Ship Via	Terms

Quantity Ordered	Quantity Back Ordered	Quantity Shipped	Description	Unit Price	Total.

No returns without authorization. 10% restocking fee for authorized returns. Special orders are not returnable. Prices subject to change without notice. All past due accounts are subject to 1.5% monthly interest on unpaid balance.	
SUB-TOTAL	
FREIGHT	
Additional 10% Discount for Orders Over \$500* <i>[This is optional, but another way to encourage sales.]</i>	
MISC.	
Visa/MasterCard/Discover or American Express or check payable to FERN TRIMMINGS Credit Card #	TOTAL DUE
Credit Card Expiration Date: _____	Signature: _____

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SAMPLE FORM for HYPOTHETICAL COMPANY

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WHOLESALE PRICE LIST

[for a company with only a few products]

Each blanket and pillow comes in a clear plastic, zippered bag. See brochure for further information on products and discounts.

Item	Item No.	Size	Quantity pricing based on any combination of items*	
			Price each for 5 or fewer items	Price each for order of 6 or more
Wool Scarves	Color Choices – Please specify on order form Royal Blue/Dark Green weave or Dark Green/Off White weave			
Short	SS0010	36"	\$15	\$12.50
Medium	MS0011	60"	\$30	\$26.25
Long	LS0012	72"	\$45	\$39.40
Wool Blankets	Color Choices – Please specify on order form Red, Royal Blue, Dark Green or Off White			
King	KB9901**	78" x 106"	\$100	\$90
Queen	QB9902	78"x90"	90	80
Full/Double	FDB99903	72"x90"	85	75
Twin	TWB9904	62"x90"	70	60
Picnic Blanket/Throw	PBT9905	72"x72"	70	60
SHIPPING, HANDLING and INSURANCE CHARGES			Actual shipping costs will be added to the invoice	

WHOLESALE ORDERING AND TERMS INFORMATION Summary

See separate sheet for details

- Minimum 1st order \$250.
- Visa/MasterCard/Discover or 1st order COD. Return authorization no. required for credit.
- Terms Net 30 with 1.5% monthly interest on balance due after credit established.
 - Orders usually shipped within 4 to 6 weeks.
- Returns must be pre-approved within 10 days of delivery. 10% restocking fee. Special Orders NOT returnable.

See Other Forms for Further Information

Credit References Form - Invoice/Order Form – Wholesale Ordering & Terms Information - Brochure

* Only use this phrase if it applies. You are not required to offer quantity discounts, although discounts are useful marketing tools.
 ** Product numbers should be numeric or alpha numeric. Include the year the product was first made in the numbering so that if you create an updated version, you know which one the customer is ordering, e.g. 99 = 1999

SAMPLE FORM for HYPOTHETICAL COMPANY

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CREDIT REFERENCES FORM

Date _____

Customer/Company Name _____

Names of Officers/Owners _____

[Please attach company reference sheet if applicable]

Address _____

City, State and Zip _____

Phone _____ Fax _____

TYPE OF ORGANIZATION: CORPORATION PARTNERSHIP SOLE PROPRIETOR

TAX EXEMPT NON-PROFIT OTHER _____

TYPE OF BUSINESS: RETAIL WHOLESALE CORPORATE GIFTS

[Please check all that apply]

CATALOGUE MUSEUM STORE DISTRIBUTOR

CUSTOMER # _____ RESALE TAX ID # _____

BANK CREDIT REFERENCES

1. _____
Name/Contact Address Telephone

2. _____
Name/Contact Address Telephone

CREDIT CARD COMPANY REFERENCES

1. _____
Name/Contact Address Telephone

2. _____
Name/Contact Address Telephone

Amount of Credit being requested \$ _____

How long have you been in business? _____

AUTHORIZED SIGNATURE

TITLE