

# APPLICATION FOR A CREDIT ACCOUNT

## COMPANY ADDRESS & CONTACT INFORMATION

Legal Business Name		
DBA / Trade Name		
Street Address		
City	State	Zip/Postcode
Primary Contact Name		Title
Telephone		Mobile
Email Address		

## COMPANY DETAILS

Federal Tax ID #	State Sales Tax ID #
Total Projected annual turnover with AMS \$	Amount of Credit Requested \$
Type of Business	Length of Time in Business
Business Website or Social Media Page	

## ACCOUNTS PAYABLE (A/P)

A/P Contact Name	
A/P Contact Phone	A/P Contact Fax
A/P Contact Email Address	
Statement Email address if different from the above	

## REGISTERED OFFICE

Registered Agent		
Street Address		
City	State	Zip/Postcode
Company Registered Number		
Telephone		Email

## BANKING INFORMATION

Bank Name		
Street Address		
City	State	Zip/Postcode
Officer Contact Name		
Telephone		Email
Account Number	Type of Account	

ALL PARTNERS, DIRECTORS, PROPRIETORS & OFFICERS

1. Name		
Position		
Street Address		
City	State	Zip/Postcode
Home Phone	SSN	

2. Name		
Position		
Street Address		
City	State	Zip/Postcode
Home Phone	SSN	

TRADE REFERENCES *(All 3 references must be completed)*

1. Company Name		Account #
Contact Name		
Street Address		
City	State	Zip/Postcode
Telephone		Email

2. Company Name		Account #
Contact Name		
Street Address		
City	State	Zip/Postcode
Telephone		Email

3. Company Name		Account #
Contact Name		
Street Address		
City	State	Zip/Postcode
Telephone		Email

## ALL MEDIA SUPPLY TERMS AND CONDITIONS FOR IMPORT PRODUCTS

### 1. GENERAL

- 1.1. All Media Supply (AMS) will supply goods and services based on the following Terms and Conditions as laid out below.

### 2. PRICING

- 2.1. Standard pricing for all goods offered are as stated on our All Media Supply website and catalogue. As our suppliers periodically adjust pricing these changes may also be reflected in All Media Supply's pricing.

### 3. DATA SERVICES

- 3.1. AMS's product database is proprietary and can be used by customers only if a Data License Agreement is executed between the parties.

### 4. ORDERS AND DELIVERY OF BUSINESS TO BUSINESS ORDERS (B2B)

- 4.1. Electronic or Fax Orders can be placed 24 hours a day, 7 days a week. Orders can also be placed by telephone during regular business hours.
- 4.2. AMS offers expedited delivery services via a choice of carriers.
- 4.3. Orders placed Monday through Friday that are received before 2:00pm EST will be processed and shipped that same day.
- 4.4. Freight charges for ground delivery will be paid by All Media Supply provided the total value of each shipment is not less than \$400
- 4.5. For other shipments the cost of freight, as set by our nominated carrier, will be passed on without mark-up to the customer.
- 4.6. Order values are calculated at invoice values on dispatch. Backordered titles are invoiced at the items price as calculated at time of the item's order.

### 5. ORDERS AND DELIVERY OF CUSTOMER DIRECT FULFILLMENT (B2C)

- 5.1. Electronic or Fax Orders can be placed 24 hours a day, 7 days a week. Orders can also be placed by telephone during regular business hours.
- 5.2. AMS offers expedited delivery services via a choice of carriers.
- 5.3. Orders placed Monday through Friday that are received before 11:00am EST will be processed and shipped out that same day.
- 5.4. For CDs and DVDs a handling fee of 75¢ per order will be charged to cover packaging and handling costs required to prepare the order for shipment.
- 5.5. For vinyl a handling fee of \$1.15 will be charged to cover packaging and handling costs required to prepare the order for shipment.
- 5.6. The cost of shipping, as set by our nominated carrier, will be passed on without mark-up to the customer.
- 5.7. All import products ordered from AMS are sold on a firm sale basis. Overseas suppliers do not accept product returns.
- 5.8. Where available, proof of delivery is available via our All Media Supply website.
- 5.9. AMS will provide support for any non-delivery or damage claim but does not provide any insurance or liability beyond that which is available from the carrier used.

### 6. PAYMENT

- 6.1. Payment for all orders must be made in accordance with the payment terms as agreed between the customer and All Media Supply.
- 6.2. As All Media Supply is a wholesaler and does not sell directly to consumers the customer must provide AMS with their Resale Tax Certificate.
- 6.3. No deductions should be made from payments unless expressly agreed, in writing, by All Media Supply.
- 6.4. In the event of payment not being received by the agreed due date AMS reserves the right to place the customer's account on hold until the required payment is received.
- 6.5. Notwithstanding the above, payment for all orders shall become due immediately in the event that the Customer is adjudged bankrupt or insolvent.
- 6.6. Any goods purchased shall remain the property of All Media Supply LLC until full payment has been received and cleared.
- 6.7. No pre-deductions for product returns will be allowed.
- 6.8. Customers without a credit account may purchase goods which are in stock, by Visa or MasterCard, providing the value exceeds \$100.
- 6.9. Qualified customers can apply for a line of credit for their account. Terms and details will be agreed between the customer and All Media Supply.
- 6.10. International customers should contact our dedicated International Sales team for full details of terms of supply.

### 7. RETURNS ALLOWANCE & PROCEDURE

- 7.1. Any products submitted for return must have been supplied by All Media Supply.
- 7.2. All Media Supply will accept authorized returns of goods that have been mis-shipped or have a manufacturing fault (e.g. the jewel case contains a different CD title from what is stated on the cover packaging).
- 7.3. Overstock returns must be returned in the same condition it was received (no retail stickers or damages).
- 7.4. The total amount of overstock product accepted will not exceed 20% of the customers previous month's purchases.
- 7.5. Overstock Return requests must include detailed listing of all items wanting to be returned along with the invoice number for each product to receive a Returns Authorization (RA).
- 7.6. No product returns will be accepted without an AMS issued returns authorization (RA) providing a detailed listing of all items included in the shipment along with the invoice number for each item. Shipping of overstock returns will be paid for by the customer.
- 7.7. The maximum period allowed for the return of overstock goods is 4 months from the invoice date, and requests must be made within two weeks of the period of said return.
- 7.8. All returns enquiries should be made by sending an email to [claims@allmediasupply.com](mailto:claims@allmediasupply.com).
- 7.9. Any non-authorized goods received will be returned to the customer and be subject to a \$25.00 per box handling charge, and shipping charge.

### 8. SHORTAGE AND DAMAGES CLAIMS

- 8.1. To register a claim for damaged goods or shortages in your order, please contact us via email at [claims@allmediasupply.com](mailto:claims@allmediasupply.com) within 5 working days of receipt of the invoiced product.
- 8.2. Damage claims require a clear photo of the damaged product and it's shipping condition along with the invoice number for the product being returned.
- 8.3. Once received and reviewed, you'll be provided a Return Authorization number (RA), and a return label.
- 8.4. Once a shortage claim is received and reviewed, customers will be provided a credit note to be applied to their monthly statement if a terms customer or to their next order if they are pre-pay.

### 9. LIABILITY AND TERRITORIAL RESTRICTIONS

- 9.1. Notwithstanding the delivery times set out in these terms of business, whilst All Media Supply will use its reasonable endeavors to deliver orders as soon as possible it accepts no liability for late delivery. All Media Supply will not be liable for any indirect or consequential or loss of profit in respect of any order and its liability shall be limited to the amount of the relevant order at net invoice value.
- 9.2. All products are sold to All Media Supply Account holders on the express understanding that the customer is aware of any domestic restrictions that may apply with regards to the product that they may order.

### 10. VARIATIONS AND HEADINGS

- 10.1. All Media Supply may make changes to these Terms and Conditions as determined by changing business conditions. The customer will be notified of any such changes.
- 10.2. The headings in these Terms and Conditions are for convenience only.

## DECLARATION

I/We have read AMS terms and conditions of business as set out within this application form and agree to comply with them. I/We understand that your terms are End of Month (EOM) from the statement date for accounts and that you will not despatch merchandise to us if our account has not been cleared by that date, and that legal action may be taken to retrieve monies owed.

Signature	Position
Name	Date

## WOULD YOU LIKE FURTHER INFORMATION ON THE FOLLOWING:

Marketing materials & catalogues	Yes <input type="checkbox"/>	EDI - FTP ordering & bibliographic information	Yes <input type="checkbox"/>
Home delivery - fulfilment on your behalf	Yes <input type="checkbox"/>	Bibliographic data for internet use	Yes <input type="checkbox"/>

[Upload Your State Resell Tax Certificate Here](#)

**Address:** All Media Supply LLC, 4151 West 108th Street, Hialeah, FL 33024, USA

**Tel:** (954)-616-8787 **Web:** [www.allmediasupply.com](http://www.allmediasupply.com)

**Email:** [contactus@allmediasupply.com](mailto:contactus@allmediasupply.com)

**\*\* FOR OFFICIAL USE ONLY \*\***

Revised 19/06/14

Account #	Terms	Credit Limit \$
Approved by	Date	