



## New Customer Application



*Where Quality is Not a Luxury...*

Serving the industry with pride since 1987

## CUSTOMER INFORMATION

Thank you for choosing International Gourmet Foods for your foodservice needs. Please complete the following application to open an account. To prevent delays in establishing your account, please complete all areas of the *Customer Information, Terms of Sales Agreement and the Blanket Sales Document*. If you would like credit terms please also complete the *Credit Information*. All new customers of International Gourmet Foods, Inc. are automatically placed on COD terms. All COD payments are due the day of delivery. If you wish to have terms you must complete this entire application in full and be approved for credit.

Legal Business Name:

Trade Name (DBA):

Federal Tax ID Number:

Date business established:

### Business Information

Type of Ownership: (indicate one) ☐ Partnership ☐ Sole Owner ☐ Corporation ☐ Limited Liability Company ☐ Non-Profit

Provide the following information for all Individual Proprietors, General Partners or Corporate Officers:

Name and Title:

Home Address:

City: State Zip:

Home Phone No: %Ownership

Name and Title:

Home Address:

City: State Zip:

Home Phone No: %Ownership

Is there a Billing Account ☐ Yes (Complete Part 1 and 2) ☐ No (Complete Part 1)

### Part 1 - Shipping Address (no P.O. Box numbers please)

Street Address:

City: State: Zip:

Phone: Fax: Email:

Contact Name: Position: Alt Phone:

Contact Name: Position: Alt Phone:

Additional Contact Information:

### Part 2 - Billing Address (If different than Shipping Address)

Street Address:

City: State: Zip:

Phone: Fax: Email:

Billing Contact Name: Position:

### Part 3 – Additional Information

Type of Business: ☐ Restaurant ☐ Hotel ☐ Pizzeria ☐ Bar ☐ Retail ☐ Fast Casual ☐ Catering ☐ Bakery ☐ Distributor

Purchase order required? ☐ Yes ☐ No

IGF Account Representative:

### Delivery Information

Directions:

Delivery Days: Hours of Operation:

Please list any delivery time or location restriction:

Is delivery in front or rear? Check all that apply ☐ Stairs ☐ Elevator ☐ Loading Dock

# CREDIT INFORMATION

Term Days Requested ☐ COD ☐ 7 ☐ 14 ☐ 21 ☐ Other

Amount of credit requested \$ Why Needed:

## Past & Present Credit History With IGF

Have you ever had credit with us before? ☐ Yes ☐ No

If yes, under what name?

If you are currently doing business at other locations please list those locations in the space provided below:

Name: City: State

We request that two of your three trade references are *foodservice* vendors.

## Trade References (Acceptable references: Linen, Food & Beverage and Paper Trade)

Reference #1	Name	Type:
	Address	
	Phone:	Fax: Current Terms:
Reference #2	Name	Type:
	Address	
	Phone:	Fax: Current Terms:
Reference #3	Name	Type:
	Address	
	Phone:	Fax: Current Terms:

## Bank References

Name of bank:	Account Number:
Address:	
Phone Number:	
Business Premises:	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Landlord(s) Name:	
Landlord Address:	
Pending Law Suits?	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe:

## PERSONAL GUARANTEE

This Guaranty is given by the undersigned Guarantor(s) **to International Gourmet Foods, Inc. (IGF)** in order to induce it to extend credit, or otherwise become the creditor of (Purchaser).

I hereby absolutely, and unconditionally, **PERSONALLY GUARANTEE** to IGF the prompt payment, when due, of every claim of IGF that may hereafter arise against the Purchaser, or its successors and/or assigns. This Guaranty shall apply also to any amounts owing by the Purchaser to IGF at the time the Guaranty is signed. I/We do also unconditionally **PERSONAL GUARANTEE** interest at the rate of eighteen percent (18%) per annum plus all costs of collection, including but not limited to reasonable attorneys' fees and court costs. **SHOULD ANY PAYMENT NOT BE MADE WHEN DUE, THE GUARANTOR AUTHORIZES ANY ATTORNEY TO APPEAR IN THE COURT OF COMPETENT JURISDICTION AND CONFESS JUDGEMENT AGAINST THEM FOR THE AMOUNT DUE, INCLUDING ALL INTEREST CHARGES, ATTORNETYS' FEES AND COSTS OF COLLECTION.**

This is a continuing Guaranty and shall remain in full force as to each Guarantor until revoked by him/her by notice, in writing, to IGF. Such revocation shall be effective only as to claims of IGF that arise out of transactions entered into after IGF's actual receipt of the notice. The liability of the Guarantors shall not be affected, modified, or diminished, by reasons of any assignments, renewal, or extension of credit, time to make payments, surrender or release of any security, an increase in the line of credit extended to the Purchases by IGF, or any other modification of the terms of account. This Guaranty is, and shall remain, binding upon the heirs, estate representatives, successors, and assigns of each Guarantor. This Guaranty is independent of any other guaranty or rights, which IGF may have respect to the account of the Purchaser.

Each Guarantor authorizes IGF to make credit inquiries and obtain consumer credit reports to determine his/her financial status, and other information to assist in collections efforts, at any time. Each Guarantor waives any notice that the Purchaser or other Guarantor is delinquent or is in default of its/his/her obligations to IGF, also waives any notice of nonpayment or nonperformance, and also waives demand or proof of notice of demand upon the purchaser or any other Guarantor.

If any of the provisions of this Guaranty shall be invalid or otherwise unenforceable, the rest of the Guaranty shall remain in full force and effect. This is a **PERSONAL GUARANTEE**. The undersigned Guarantors should not identify any business affiliation next to his/her signature, below. Each Guarantor agrees that this Guaranty is his/her personal obligation, notwithstanding any business affiliation identified below. **THIS GUARANTEE CONTAINS A CONFESSION OF JUDGEMENT PROVISION.** I/We acknowledge that I/We have read the above agreement thoroughly and I/We understand and agree to the terms of repayment.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature (Do not list title)

Name (Print)

Social Security Number

Address

Telephone

# TERMS OF SALE AGREEMENT

## REQUIRED

(Please read the following and sign below)

The undersigned ("Purchaser") agrees that all purchases made by the Purchaser from International Gourmet Foods, Inc. ("Seller") are subject to the following terms and conditions:

1. All amounts due for goods and services purchased from seller within the terms specified on the invoice, calculated from the invoice date. However, Seller may in its sole discretion, at any time, change Purchaser's credit terms, require payment in cash before servicing, and/or require anticipated payment of any or all amounts due, or to become due. Purchaser acknowledges that amount due to Seller are not payable in installments, but are payable in full as stated herein.
2. IGF must be notified of any returns within 7 days of the invoice date for replacement items. Once an authorization has been issued, the product must be picked up on next delivery or the request will be cancelled and no credit will be issued. Unauthorized returns may not be credited and will be returned to the customer at their expense.
3. All amounts due to Seller are payable in accordance with the payment terms granted by Seller's Credit Department. If any amounts due to Seller are not paid in accordance with such payment terms, a service charge shall be added to the sums due, which shall be equal the amount obtained by multiplying the delinquent balance by the lesser of (a) one-and-a-half percent (1.5%) per month or (b) the maximum rate permitted to be charged under the applicable state's law.
4. Purchaser shall pay Seller a flat rate of \$ 25.00 as a service charge for all checks returned by Purchaser's bank; provided, however, that such service charge shall not be due and payable in the event such payment would result in the violation of usury laws of applicable jurisdiction.
5. In the event that the Purchaser's account is turned over to an attorney or other agency for collection or suit is brought on same, or the same is collected through any judicial proceeding whatsoever, Purchaser shall pay all reasonable agency fees, attorney fees, and court costs incurred by Seller.
6. Purchaser shall notify Seller by certified mail at International Gourmet Foods, Inc., 7520 Fullerton Road, Springfield, VA 22153, of any change in ownership of Purchaser. Purchaser warrants to Seller that all financial information furnished for the purpose of obtaining credit is true, correct and complete in all material aspects, and Purchaser authorizes Seller to investigate all references furnished pertaining to the credit and financial responsibility of Purchaser. The undersigned swears and declares under penalty that Purchaser is a solvent business.
7. Purchaser agrees that Seller may obtain financial information from any lending institution, trade creditor, and/or credit-reporting firms, at any time, on Purchaser and/or on any principals or owners of Purchaser. Further, Purchaser understands that the Seller may be required to provide information to these sources in order to obtain necessary information that will allow for continuing credit availability.

I have read the terms and conditions stated above and agree to all of these terms and conditions.

**"Purchaser" (Corporate Legal Name):**

**Authorized signature:**

**Date:**

**Printed name:**

**Title:**

## BLANKET SALES DOCUMENT

**Issued to (Seller)**

International Gourmet Foods, Inc.

**Address**

7520 Fullerton Road, Springfield, VA 22153

**Name of Business**

**Type of Business**

**General description of products to be purchased from the seller**

The undersigned is registered with the below listed state and city within which your firm would deliver purchases to us and that any such purchases are wholesale, resale, ingredients or components of a new product to be resold, leased or rented in the normal course of our business. We are in the business of wholesaling, retailing, manufacturing, leasing, or renting the following:

☐ Check here if you are **NOT** located within city limits

**State: Resale / Sales Tax / License Certificate No.**

**City: Resale / Sales Tax / License Certificate No**

I further certify that if any property so purchased tax free is used or consumed by the firm as to make it subject to a Sale or Use Tax we will pay the tax due to the proper taxing authority when state/city law so provides or inform the seller for added tax billing. This certificate shall be part of each order which we may hereafter give to you, unless otherwise specified, and shall be valid until cancelled by us in writing or revoked by the city or state.

under penalty of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.

**Authorized signature (Owner, Partner, Corporate Officer)**

**X**

**Title**

**Date**

**Please send your completed original application to:**

International Gourmet Foods, Inc.  
7520 Fullerton Road, Springfield, VA 22153  
Attn: Credit Department

To expedite the processing of your application:  
Email: [info@igf-inc.com](mailto:info@igf-inc.com)  
Fax: (703) 569-1065

**YOU MAY SEND YOUR APPLICATION BY EMAIL OR FAX, BUT ORIGINAL APPLICATIONS  
MUST BE RECEIVED PRIOR TO CREDIT TERMS APPROVAL.**

04/14

## Internal Use Only:

Account Representative: \_\_\_\_\_ Date Received: \_\_\_\_\_ Billing Account No. \_\_\_\_\_ Shipping Account No. \_\_\_\_\_

Processed by: \_\_\_\_\_ Credit Approval Date: \_\_\_\_\_ Terms Issued: \_\_\_\_\_ Approved by: \_\_\_\_\_