



Bodhi Leaf
COFFEE TRADERS
THE JOURNEY TO THE PERFECT BEAN

428-B W. Katella Ave
Orange, CA 92867
714-633-2326
www.bodhileafcoffee.com

NEW ACCOUNT FORM – GREEN COFFEE

Please return this packet to your rep via email.

Business Name _____

Billing Address _____

Billing Contact Name/Phone/Email _____

Estimated/Average Monthly Usage (LBS) _____

SHIPPING

Local deliveries will be made by Bodhi Leaf Trading Company’s delivery vehicle. Free delivery is available for any order of 3 or more bags equivalent to 300lbs or more. All other local deliveries will incur a \$35 delivery charge.

All non-local pallet orders will ship LTL freight from Bodhi Leaf Trading Company’s warehouse in Orange, CA. We will carefully palletize, strap & stretch wrap your pallet and will ship with the most economical shipping option available unless otherwise specified. Because of the volume of freight we do, we are able to pass on our discounted freight rates to you. However, if you would prefer to use your own freight account, we would be more than happy to accommodate but you will need to coordinate the pick-up day/times with your Bodhi Leaf sales rep. Trucking regulations state that carriers are not responsible for unloading freight so please be prepared to unload the freight yourself. Remember – bags average 132-154 lbs and the pallet typically weights 40-45 lbs each. If you do not have a loading dock or forklift, you should ask us to request that the delivering truck has a lift gate. **Please be advised that a lift gate will increase shipping cost by about \$50 on average per shipment.** If you do not have us request a lift gate for your shipment but end up using one during the delivery, **you will be charged for the additional cost.** The drivers will often ask if you would like to use it **without** mentioning the additional cost so please ensure you and anyone unloading your freight is aware of this! It is also very important to notify us ahead of time if we are shipping to a residential address as that will also increase the shipping cost.

Once the coffee leaves our warehouse, it is under your ownership so it is very important that you inspect your order upon arrival. Your carrier is acting as you when receiving/signing for shipments. Carrier should be aware of condition of shipment as loaded and should sign paperwork accordingly. Likewise, when shipment is received at destination, do not sign delivery receipt unless all is in order – (i.e. all bags received and in good condition). If there is any damage, it **must** be noted on the delivery receipt in order for us to file a claim on your behalf. Take photos and note how much poundage was lost or damaged. Please ensure all employees or anyone that will potentially unload your freight is aware of this information. Without this information, we cannot file a claim on your behalf and credit you for product lost/damaged. Please notify us immediately after receiving a damaged shipment.

Ship to Address _____

Shipping Contact Name/Phone _____

Receiving Days _____ **Receiving Hours** _____

Do you need a lift gate? _____ **Is this a residential address?** _____
(You will need a lift gate if you do not have a fork lift or loading dock)

Do you have a preferred carrier? If YES, provide carrier name: _____

Any other special needs? _____

Ship to Address for SAMPLES (Samples will ship via USPS and the address must have a mail receptacle):

PAPERLESS

1. INVOICES:

Name, Title, E-mail Address: _____

Name, Title, E-mail Address: _____

2. SALES CONFIRMATION/CONTRACTS:

Name, Title, E-mail Address: _____

Name, Title, E-mail Address: _____

3. UPDATES & NEWSLETTERS:

Name, Title, E-mail Address: _____

Name, Title, E-mail Address: _____

PAYMENT

Please provide payment information for at least one method below. Orders by new customers are sold on a net cash basis – specifically, payment by credit card, cashier’s check, corporate/personal check, or wire transfer received in advance of shipment. We do not ship C.O.D. Payments by cash, check, ACH or wire will incur a 3% cash-payment discount (which is already included in price quotes received by your Bodhi Leaf rep unless specifically noted otherwise). If you are interested in applying for credit terms, you may request a credit application from your rep after you have made a minimum of two net cash purchases **and** spent a minimum of \$10,000 on Bodhi Leaf green coffee purchases (both requirements must be met to be eligible to apply for terms). As stated on the bottom of invoices, finance charges of 1.5% monthly (18% annually) will be added on all unpaid balances.

Preferred Payment Method: **CARD** ACH/eCheck WIRE
PLEASE CIRCLE ONE. BODHI LEAF WILL USE CIRCLED PAYMENT METHOD BY DEFAULT UNLESS OTHERWISE SPECIFIED.

IF PAYING BY CARD:

Credit Card # _____

Expiration Date _____ **Security Code** _____

Name on Card _____

Billing Address _____

I certify that all information above is complete and accurate. I authorize Bodhi Leaf Trading Company to charge the debit/credit card referenced above, and that I will not dispute the payment with my debit/credit card company so long as the transaction corresponds to the terms indicated in this form.

Cardholder Signature **Cardholder Printed Name** **Date**

IF PAYING BY ACH/eCHECK:

Type of Account (Personal or Business) _____

Type of Account (Checking or Savings) _____

Routing Number _____ Account Number _____

Name on Account _____
(Either First and Last Name if Personal Account or Business Name if Business Account)

Phone Number _____

I agree to let Bodhi Leaf Trading Company electronically debit my bank account.

Account Holder Signature, Date

IF PAYING BY WIRE TRANSFER, PLEASE REMIT TO:

Bank of America
19601 Yorba Linda Blvd
Yorba Linda, CA 92886
(800) 432-1000
ABA# 121000358 (domestic)
Swift Code: BOFAUS3N (international)
Bodhi Leaf Trading Company Acct# 002155867021
Beneficiary:
Bodhi Leaf Trading Company
428 W. Katella Avenue, Suite B
Orange, CA 92867
(714) 633-2326