



## Preliminary Client Information Questionnaire

### Company Information

Legal Company Name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business: ☐ Sole Proprietary ☐ Corporation

☐ LLC ☐ Other

Business Model: ☐ Distribution ☐ Wholesale

☐ Retail (Brick & Mortar) ☐ Online Retail

☐ Other \_\_\_\_\_

Retail Clients Only: \_\_\_\_\_

Number of Stores: \_\_\_\_\_

Territory Concentration: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Names of Owners, Partners, or Officers (C-Level and Management):

1. \_\_\_\_\_ Position: \_\_\_\_\_

2. \_\_\_\_\_ Position: \_\_\_\_\_

3. \_\_\_\_\_ Position: \_\_\_\_\_

Estimated Yearly Volume: \_\_\_\_\_

Tax ID: \_\_\_\_\_

I hereby certify that I hold a valid seller's permit # \_\_\_\_\_, issued pursuant to the sales and use tax laws, that I am engaged in the business of selling general merchandise that the tangible personal property described herein, which shall be purchased from The Crème Shop will be resold by me in the form of tangible personal property provided, however that in the event any of such property / general merchandise in use for any purpose other than retention, demonstration or display while holding it for sale in regular course of business.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

### Export Clients

Under penalty perjury, I hereby certify that I am *not* a resident of the United States of America and all merchandise purchased are to be transported to countries not in US territory.

Specify Country/Countries: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_



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## Contact Information

Primary Contact:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Fax: \_\_\_\_\_

Alternate Contact:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Fax: \_\_\_\_\_



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## Payment, Terms, and Freight

Payment Terms:

☐ PIA

☐ Net 15 (Not applicable for new clients)

☐ COD

☐ Net 30 (Not applicable for new clients)

\*Please speak to your account contact should you need different payment terms

Form of Payment:

☐ Cash

☐ Check (Shipment released once payment is cleared)

☐ Credit Card

☐ Wire Transfer (Shipment released once payment is cleared)

Defective, Marketing, or Other Allowances:  
Please specify all terms (if any) that your company requires. *The Crème Shop does not make margin guarantees and is entitled to build allowances into cost of goods.*

Freight:

☐ Collect Pick Up from The Crème Shop DC (Downtown Los Angeles Zip 91504)

☐ \*Collect UPS or FedEx

\*Please provide UPS account number:

\*Please provide FedEx account number:

Please specify if your company has different freight requirements. *The Crème Shop does not provide prepaid freight. In the case that your company requires different freight options, note that The Crème Shop is entitled to build freight charges into cost of goods.*