



# New Customer Account Information

FORMS & PROCEDURES

Navitas Naturals © 2010

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TERMS AND CONDITIONS

Navitas Naturals' mission is to provide the finest organic super foods that increase energy and enhance health. We are dedicated to creating strong partnerships with our customers, and look forward to working together.

To establish an account completely fill out this form. Your information can be saved directly into the cells of this document next to each question. Once saved, return as an attachment or fax. It is important that we receive complete and accurate information to set up our system and insure correct shipping and billing.

Please visit our website at [navitasnaturals.com](http://navitasnaturals.com) for product information, and find our current catalog at [navitasnaturals.com/catalog.pdf](http://navitasnaturals.com/catalog.pdf).

Ordering is easy: Use Order Dog, Scan Genius or Navitas' WebOrder system. For Navitas WebOrders once an account is established an email with login information will be sent. Then simply login to our website, directly place orders and benefit from fast order processing, order confirmation, and tracking information -- all via email.

Office Hours: 8:00am to 5pm PST

E: [SALES@NAVITASNATURALS.COM](mailto:SALES@NAVITASNATURALS.COM)

F: 415.883.1083

T: 888.645.4282

To place first order, please fill out setup form as completely as possible (click on cells to enter info). Save file, then send as an attachment to return.

## COMPANY INFORMATION

Business Name \_\_\_\_\_ d/b/a \_\_\_\_\_

Street \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website URL \_\_\_\_\_

State Reseller # \_\_\_\_\_ Federal ID # \_\_\_\_\_

Describe business type \_\_\_\_\_

SHIPPING INFORMATION  check for same as above

Attn (name/department) \_\_\_\_\_

Street \_\_\_\_\_

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

Email \_\_\_\_\_ Phone \_\_\_\_\_

## BUYER CONTACT INFORMATION

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

Email\* \_\_\_\_\_ Phone \_\_\_\_\_

\*Default email used for Navitas Naturals web orders

## CREDIT CARD AUTHORIZATION – all first orders are prepaid

Billing Street Address \_\_\_\_\_

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

Name on Card \_\_\_\_\_

Contact Name \_\_\_\_\_

Card type  Visa  Master Card  AmEx  Discover

\*Card Number \_\_\_\_\_ \*Exp \_\_\_\_\_

\*3-digit Security Code \_\_\_\_\_

\_\_\_\_\_  
\*Authorized Signature

\*I understand that by providing the information and signature above, I have given authorization to Navitas Naturals to charge this credit card for Products ordered, PLUS Shipping & Handling costs.

Please review Navitas Naturals' policies before placing an order.

## **SALES**

- \$100 minimum order. \$250 for FREE shipping (conditions apply).
- First orders are prepaid.
- We accept Visa, MasterCard, American Express & Discover.
- Full case backorders will be fulfilled only upon request. There are no backorders fulfilled for partial cases.

## **PAYMENT TERMS**

- After a relationship has been established, a Navitas Naturals credit application can be submitted. Please allow up to 3 weeks for approval.
- Past due invoices must be paid prior to new orders shipping.
- All returned checks (NSF) are subject to a \$25.00 service charge.
- Navitas Naturals reserves the right to charge 1.5% monthly interest on account balances over 30 days.
- FREE shipping on orders over \$250, for retail packaged wholesale orders only.
- No free shipping on bulk and raw materials orders.
- Orders ship UPS ground unless otherwise arranged. (USPS to AK/HI).

## **SHIPPING**

- Orders usually ship within 2-3 business days.
- C.O.D orders have a \$10 charge. No personal checks only certified checks or money orders.
- All orders are placed via broker, online, emailed as an attachment or faxed. No verbal phone or body of email orders. We will provide order forms as well as login info to order directly off our website.

## **FREIGHT CLAIMS & RETURNS**

- There is a 10% restock fee for any returned, canceled, or changed order.
- Report exterior carton damage to the carrier within 24 hours. Retain all original packing material until claim is resolved.
- Concealed damage or shipping errors must be reported to Navitas Naturals within 4 days of receipt.
- Do not return items or deduct the cost of damage, shipping errors, or customer returns from your invoice without authorization from Navitas Naturals.