

## Wholesale Application

If you wish to receive a catalog and more information on establishing a wholesale account, please send back this completed form **with a copy of your Resale Certificate/Business License or Tax ID Certificate.**

Send these documents to:

**ATTN New Accounts** Or fax them **ATTN New Accounts**  
**Cupboard Distributing** (937) 652-3898  
**1463 S US Hwy 68 S.**  
**Urbana, OH 43078**

### Your Information

Company Name \_\_\_\_\_

Buyer Name \_\_\_\_\_

Mailing/Billing Address \_\_\_\_\_

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

Country \_\_\_\_\_

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

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

Country \_\_\_\_\_

Business Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Resale Tax ID or Business  
License Number \_\_\_\_\_

**Remember:** A **copy** of your Tax ID or Business License must be included with this page or we will not process your request.

## Wholesale Program Information

### Wholesale Application

Wholesale Application must be received and approved for wholesale pricing.

### Minimum Order Requirements

Order must be \$50.00 net. Orders below \$50.00 will default to catalog pricing. Orders must meet the minimum quantity of product listed. Quantities must be ordered in increments listed for each item (*example 100 pcs, 500 pcs, but not odd amounts like 639 pcs*).

### Order Discounts

Qualified wholesale dealers receive the discounted prices listed on the Wholesale Pricing Sheet. Most prices are 40% to 60% off retail. Please note prices listed in our Catalog are not retail pricing.

### Payment Terms

Prepayment required. Visa, MasterCard and Discover accepted. We do not offer open accounts at this time.

### Shipping

Actual shipping charges based on package weight will be assessed on all orders.

### Backorders

Out of stock items over \$25.00 will be shipped when available. We will try to substitute the next closest item if available unless you specify differently. Please state if you do not want backorders.

### Claims

Claims of any kind, whether from damage, shortage, manufacturer's defect, etc., must be reported within 10 business days of receipt. Please carefully check all packing materials and boxes. No returns will be accepted without authorization.

### Returns

If, for any reason, you are not satisfied with your order, contact us within 10 business days of receipt for authorized return number. Merchandise returned past the 10 days will be subject to a 15% restocking fee. No returns or cancellations on special items. No returns or exchanges allowed past 21 days.

### Items Not Listed

Not all items are listed for various reasons. Items not listed with a quantity price break can be ordered in any quantity and qualify for the 100 price piece cost. If you would like to order an item wholesale that is not on the list, please call for more information.

### Pricing

We try to keep our pricing up to date as possible, however, due to the fluctuating market, prices are subject to change without notice. Please visit **www.cdwood.com** to see most current pricing.

### Telephone Orders

May be placed during office hours, 900 am to 500pm EST, Monday thru Friday, 937-652-3338. For faster ordering, please fill out your order form completely and have your credit card ready before calling.

### Fax Orders

Fax orders may be placed 24 hours a day, 7 days a week (937) 652-3898.

### Internet Orders

We offer secure online ordering at **www.cdwood.com**. Wholesale pricing will be calculated when order is processed and will be reflected on the order total. You will receive a verification email prior to being charged.

### Mail Orders

Please be sure to include method of payment, wholesale customer ID number, telephone number and email address in case of questions.

### Minimum Orders

Order must be \$50.00 net. Orders below this amount will default to catalog pricing. Item minimum quantities listed must be ordered.

### Order Discounts

Qualified wholesale dealers receive the discounted prices listed on the Wholesale Pricing Sheet. Most prices are 40% to 60% off retail but discounts fluctuate with market prices. **Please note prices listed in our Catalog are not retail pricing.**

## Payments

VISA, Discover, or MasterCard are accepted. We do not offer open accounts at this time. We do not accept American Express, Traveller's Cheques, checks

## Shipping

We ship via UPS Ground Prepaid. We charge actual shipping and insurance charges. We do everything possible to pack orders well and to minimize shipping charges.

## Backorders

We automatically back order items if item(s) totals \$25.00 or more and are not available at the time of shipment. If back orders are not desired please check the box titled "NO Backorders" on the order form or specify when ordering. Also, we will try to substitute the next closest item if available unless you specify differently.

## Claims

Our shipping department does everything possible to make sure your shipment is received in good condition, however, damages do occur from time to time. If damages are received from our carrier, please retain the original carton(s). Call us immediately (within 5 days of receipt) at 937-652-3338. **Claims of any kind, whether from damage, shortage, manufacturer's defect, etc., must be reported within 10 business days of receipt.** Please carefully check all packing materials and boxes.

## Returns

If, for any reason, you are not satisfied with your product, contact us within 10 business days of receipt for authorized return number. Do not return any merchandise until you contact us first. Any unauthorized returns will not be accepted. Returns must be packed well in their original packaging and received in good condition. No returns or cancellations on special items. Merchandise returned past the 10 days will be subject to a 15% restocking fee. No returns or exchanges accepted past 21 days.

## Custom Cutting

Cupboard Distributing's experienced woodworking shop offers custom wood cutting. To receive an estimate, send your pattern complete with specifications such as wood thickness, hole size if required, hole placement, quantity, etc.

If you fax a pattern, please remember the fax machine will distort the pattern, so **be sure to include actual dimensions**. All pieces are finely sanded and ready for painting. Because your work is original, all patterns are kept confidential.

*Cupboard Distributing is not liable for any copyright infringement on custom cut orders, and the customer assumes all responsibility for ensuring that custom cut orders are legally allowed to be reproduced.*

*\*\*Important Please note that while we try our best to fill your order complete, there may be times when we are out of stock of an item due to high demand or manufacturing problems. We will substitute the next closest item if available unless you specify differently.*

*\*Due to market fluctuations, prices subject to change without notice*

*\*\*Federal regulations prohibit shipping of aerosol products via air or out of the continental U.S. If you order an aerosol product it will be shipped UPS Ground or U.S. Post Office Surface.*

