



Thank you for your interest in A-1 Tablecloth Company

Enclosed are the forms to setup your account. Please take a moment to review.

Page 2:

Credit card form. *Must be filled out for all accounts. **Important: If you have already placed an order with us, please check the order pending box on the top right.***

Pages 3 & 4:

Credit application. **Please fill out only if you would like to apply for terms.** *Note: Approval times vary depending on response time of your vendors. Minimum spending applies.*

Page 5:

Order form. For your convenience, can be filled out to e-mail or fax your orders.

Page 6:

Terms and policies. Please review for a description of how we operate.



Credit Card Authorization - New Credit Card

(Please Print)

Order Pending

CHECK ONE:

Credit Card: Charge all orders to my credit card.

C.O.D.: Send orders COD.
Credit card information is provided as security for bounced checks or non-payment of invoices (including late returns and replacement fees).

On Account: Bill my account with net terms. (Select only if terms are already established or fill out the credit application below. Allow time for terms to be approved.)
Credit card information is provided as security for bounced checks or non-payment of invoices (including late returns and replacement fees).

Prepay: Payment made by check a minimum of 2 business days prior to date of shipment.
Additional deposit required on rental orders.

Company: _____

Contact: _____

Address: _____

Type of Business: _____

City: _____

Phone: _____

State: _____ Zip: _____

Cell: _____ Fax: _____

E-mail(s): _____

How did you hear about A-1 Tablecloth?

Magazine: _____

Referral: _____

(Company Name)

Trade Show: _____

(Phone)

I authorize A-1 Tablecloth Company to charge my credit card for an amount equal to any orders placed by my authorized agent(s) or me. Should A-1 agree to accept my company check, I agree to allow my credit card to be charged for any bounced check(s) plus a \$30.00 returned check fee and invoices related to the late return and replacement fees of rental orders due to non return or return of damaged items.

Name on Card: _____ Corporate: Personal:

Signature: _____ Date: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Credit Card #: _____ Exp: _____

Visa

Mastercard

Amex

Discover

Note: Prices on A-1 Purchase and Rental charts reflect a 2.4% discount for cash, check or money orders. You may request a separate price list if paying by credit card. Funds are held on credit cards / debit cards until transaction settles.



www.a1tablecloth.com

(P) 1.800.727.8987 | (F) 1.201.727.8988 | E-mail: ar@a1tablecloth.com

450 Huyler Street Suite 102, South Hackensack, New Jersey 07606

Credit Application

(Please print)

Company: _____ Contact: _____

Address: _____ Phone: _____

City: _____ Cell: _____ Fax: _____

State: _____ Zip: _____ Owner: _____

E-mail(s): _____

Anticipated Annual Volume with A-1: \$ _____ Monthly Credit Line Requested: \$ _____

Trade References: *(Must list three term accounts)*

1. Company Name: _____

Contact: _____ Phone: _____

Email: _____ Fax: _____ Years Doing Business: _____

2. Company Name: _____

Contact: _____ Phone: _____

Email: _____ Fax: _____ Years Doing Business: _____

3. Company Name: _____

Contact: _____ Phone: _____

Email: _____ Fax: _____ Years Doing Business: _____

How did you hear about A-1 Tablecloth? (Please Indicate)

Magazine: _____

Referral: _____

(Company Name)

Trade Show: _____

(Phone)

If approved, terms are net 30 days. I authorize A-1 Tablecloth Company to charge my credit card for an amount equal to any bounced check(s) plus a \$30.00 returned check administrative fee. A \$5.00 fee will be added to any order for which a credit card charge is declined. In the event that my account is past due from date of invoice, and all efforts have been made by A-1 Tablecloth Company to collect such past due funds, A-1 Tablecloth Company will assess a 1% per month interest on all amounts past 30 days or, at its discretion, charge my credit card for all past due amounts on my account and add a 2.4% administrative fee. (A-1 Tablecloth will notify me via phone or fax before charge is processed.) In the event the account is placed in the hands of a collection agency or attorney for collection or suit or the same is collected through Probate or Bankruptcy proceedings, then an additional reasonable amount shall be added to the same as attorneys' fees. The undersigned individually warrants and guarantees payment of the above account. I also agree that I will not dispute any charges except for returns for defective merchandise, and that notification of such defect must be made within 24-hours of receipt of merchandise and Merchandise Return number must be obtained. Returns received without prior approval and Merchandise Return number will be refused. Finally, I understand that all custom-size orders must be prepaid, regardless of terms extended.

Signature (Owner): _____ Date: _____



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Bank Information:

Name: _____

Tel: _____

Fax: _____

Contact: _____

Bank Credit Information

(For Bank Use Only)

Savings Acct #: _____

Checking Acct #: _____

Acct. Opened: _____

Acct. Opened: _____

Avg. Balance: _____

Avg. Balance: _____

Loan Account? Yes No

Bounced Checks? Yes No

Outstanding Balance: _____

Name of Officer: _____

Manner of Payment: _____

Signature of Officer: _____

Comments: _____

Authorization:

The undersigned account holder authorizes you to release the above information to A-1 Tablecloth Co. with whom we have applied for credit.

Authorized Signature _____

Company: _____

Date: _____



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Order Form

(Do not combine rental and purchase on same order. Use separate order form.)

Rental:

Purchase:

Sample:

Quote:

Date: _____

Company: _____

Name: _____

Ship To: _____
(If Different From Billing Address)

Phone: _____

State: _____

Date Required: _____
(Must Be Filled In)

Your PO#: _____

Ship Date: _____
(For A-1 Use only - Do Not Fill In)

E-mail: _____
(Not Required)

Ship Via: _____
(For A-1 Use only - Do Not Fill In)

Quantity*	Size*	Fabric*	Color / Color#

*SKIRTS MUST BE PURCHASED IN PAIRS BY COLOR.

*NAPKINS TO BE ORDERED BY THE DOZEN (PURCHASE) OR BY THE PIECE (RENTAL).

*IF PURCHASING 90" X 132 OR 90" X 156, INDICATE **ROUNDED** OR **SQUARE** CORNERS

*IF PURCHASING SPUN IN BLACK, WHITE OR IVORY; INDICATE **72"** OR **90"** CENTER WIDTH

Orders will be confirmed via e-mail or fax

Comments: _____




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HOW WE OPERATE

- Orders will be processed as received; all verbal orders are considered firm. E-mail confirmations will be sent on all orders.
- Any changes or cancellation requests are subject to approval. No changes or cancellations can be made on custom items (custom sizes or items that are not on our rental price list), or orders shipping same day.
- A non-refundable deposit may be required for custom items.
- There will be a one-time, non-refundable pattern charge for specialty chair covers, odd-shaped tablecloths, and other items that require a special pattern. Fee will vary depending on pattern. Minimums may apply.
- For hem finish add 10% for cloths and \$3.00 per dozen napkins.
- Patterns are **not matched** on seamed cloths unless requested and will be at an additional charge.
- FOB South Hackensack, NJ
- A-1 Tablecloth Company is not responsible for late, lost or misdirected deliveries due to freight carrier errors.
- A-1 Tablecloth Company will not be held responsible for shade variations from order to order or color variation due to dye lot differences. Spandex, Iridescent Crush, Krinkle, Pintuck, Sequins, Bengaline Moire, Ribbon Taffeta & Circle Taffeta, and Organza fabrics may vary more than average.
- If boxes are damaged *notify A-1 immediately.*
- A handling fee of \$6 is assessed on all boxes leaving A-1 factory.
- Prices and terms are subject to change without notice.
-  Flame Resistant: It has passed the NFPA (National Fire Protections Association) 701 test for flame resistance. (Please confirm this satisfies the requirements of your local ordinances as requirements vary from town to town. A certificate can be supplied for review.)

HOW OUR RENTAL PROGRAM WORK

- We will ship the goods to arrive on, or before, the date you request them. Rental period is 7 days. You pay for the rental and shipping / handling. A-1 will pay for return shipping on orders over \$25.00 that are within the continental US. We will send **1 duffel bag per box shipped** for rental returns. Use the UPS return labels (RS) provided (see below). We recommend taking advantage of our 7-day rental period allowing for receipt several days prior to use to account for potential delays in shipping and/or damage from freight carrier.
- On one of the boxes will include a clear plastic envelope containing: Return instructions, Packing slip, Return Label (RS) – one per box shipped. When you are finished with the rental, place the cloths in the duffel provided. Put the RS label **INSIDE** the clear extended pocket. **A-1 WILL ACKNOWLEDGE RECEIPT OF ONLY THOSE ITEMS RETURNED WITH THE RS RETURN LABELS PROVIDED WITH EACH SPECIFIC ORDER.** Additional fees may apply to orders returned with RS labels not belonging to that order. Bring the duffel to UPS or call UPS at 800.PICKUPS (800.742.5877) for a pickup. They may charge you a nominal pickup fee. UPS will take the duffel and we will absorb the return freight. If an additional label is needed, the charge is \$15.00. Do not send duffel bags back to A-1 COD. Any COD freight charges will be billed back to your account. *(Note – you are responsible for getting the linens to UPS at the end of the seven-day rental period. If not, you will be responsible for additional weekly rental fees. Items returned damaged will be charged replacement fees).*

TERMS OF PAYMENT

- C.O.D.
- Net 30 days with approved credit.
- Prepay.
- AMEX, Discover, Visa & MasterCard are accepted. Charge back fee may apply on any disputes. Prices quoted reflect a 2.4% discount for money order and checks. This discount does **not** apply to credit cards.
- Returned check(s) will be assessed the check amount plus \$30.00 returned check fee and will be billed to the credit card on file.

RETURN POLICY

- 50% restocking fee on non-Specialty Items. Does not apply to rental orders. No returns will be accepted on custom items (custom sizes or items that are not on our rental price list)
- No returns accepted without a Merchandise Return Number (MR#), which must be issued by A-1.
- Credits are issued when incorrect / damaged merchandise is returned and inspected.
- Customer is responsible for return shipping