

INSTRUCTIONS

1st Time Orders: please fill out the credit application AND the order.

Future Orders: If you already have a credit application on file, we only need the order below.

Email completed form to matt@craftnotes.net for order fulfillment and we will send your order. Please call 612-803-1022 (Matt) if you have any questions.

How No-Risk Consignment Works:

Venue-Partners are invited to sell passports at 50% off retail price, allowing you to keep half of all money. No risk to you! You'll keep your half and pay us our half after you've sold them. You may also choose to give them away to staff or as prizes; their yours at 50% off!

- Sold just like your existing merch (you will collect/pay sales taxes, etc).
- If you offer a promotion or sale, this is done at your option; our wholesale price to you is fixed.
- Must have credit form on file (1st order only)
- You fill out order form and we will ship or drop off your order. All orders over \$600 inc. Free shipping.
- With your order, you will get an 'invoice' showing 50% of the retail price x # books ordered – this is so we can track your stock and manage any payments you make toward the balance.
- You may pay and reorder at any time.
- Payment is due NET 90. We will contact you to check in with sales progress/resend invoice. At this point, there are a few options:
 1. Submit payment in full and reorder
 2. Submit payment for what was sold (sell the rest/pay remainder at later date)
 3. Submit payment for what was sold (return remainder books for credit to the account)

CONSIGNMENT CREDIT APPLICATION

Business Name		
Contact Name	Title	
Address (line 1)		
Address (line 2)		
City	State	Zip
Phone	Email	
signature		

Fill out your preferred method. ACH (preferred) or Credit Card (Add 3%)

Bank ABA Routing Number _____

Bank Account Number _____

Bank Account Type: [Checking/Savings/Business Checking]

----- **OR** -----

Name of Cardholder _____ *Credit Card Type* _____ *Auth #* _____

Credit Card Number _____ *Expiration* _____ / _____

Billing Address (city, state, zip)

Terms of Billing

I understand this form is solely for the purpose of extending credit to my account or for making a payment with ACH or Credit. If accepting credit, Live Locally, LLC agrees to only charge me with prior authorization or if my account is over 90 days late. I agree that if my account is over 90 days late I may be charged up to 5% plus any credit card fees as a late fee. Live Locally, LLC agrees to make every attempt to work with me on my payments. I agree to all other wholesale terms. I agree that Live Locally, LLC will keep this application on file for future orders for as long as we are doing business together. I agree to pay for any returned check fees or other fees, including legal fees associated with collecting on my account if it becomes overdue. I agree to all additional wholesale terms. Unless taking advantage of special offers or special agreements (if required, please ask) I authorize Live Locally to make a payment on the selected terms and my preferred methods above. Live Locally will NOT bill my account without prior authorization or unless my account is over 90 days overdue. ("due" = Delivery + NET 90. We will not use this form unless payment is 90 days over "due" date).

We want you to sell them and be successful. Craft Notes are a great way to boost your revenue with ZERO risk. Because this is consignment, you have the option of returning any unsold merchandise. Simply return any books that remain in new condition to us. We will credit your account for those, and charge you for the unreturned/sold books. If you would like to continue to sell them, please inform us at the time of collection. We will NOT charge you with the above payment form unless we do not here from you in 30 days (120 days) of your order.

WHOLESALE ORDER FORM

Mail to:
CRAFT NOTES
3749 Colfax Ave S #1
Minneapolis, MN 55409

or

Email to:
wholesale@craftnotes.net

Dear Retailer, Please fill out order here:

Company	PO #
Your Name	Your Title
Ship Address	
Order:	Ship by date:
Vol: _____ x Qty _____ x	Price _____ = Total _____
Vol: _____ x Qty _____ x	Price _____ = Total _____
Stand/Display _____ x Qty _____ x (1 free for 1 st time venue-partner orders)	Price _____ = Total _____
Order Notes or special requests:	Total Invoice: \$ _____

	\$15 Flat Shipping. Free on orders >\$600

BY SIGNING BELOW, YOU AGREE THAT YOU HAVE READ, UNDERSTAND AND ACCEPT THE GENERAL TERMS OF WHOLESALE AGREEMENTS (<http://wholesale.craftnotes.net>).

I would like to pay: (check one)

- CONSIGNMENT: I will pay for order in full or return unsold merchandise in 90 days as discussed above
- COD: I would like to pay now and get a 3% discount off my entire order
- NET 60: I would like standard retailer terms and pay NET 60 for this order

Signature:

Email:

GENERAL TERMS OF WHOLESALE AGREEMENT

To qualify for wholesale purchases, you must be a valid retail business and by agreeing to our terms and conditions you certify that you are such. You are only authorized to sell through the retail store that you have listed. Secondary stores, as well as website and online sales must receive prior written approval.

ORDER MINIMUMS

\$300 Minimum Order. (\$600 orders qualify for free shipping)

SHIPPING & HANDLING

\$15 flat-fee shipping on all orders up to \$600. Free Shipping on all orders over \$600.

The retailer incurs the shipping costs but *Craft Notes* will insure packages with the carrier. Delivery is typically within *[3 business days]* to *[7 business days]* days of production. We use *[USPS shipping]*, based on cost affordability.

If your shipment is damaged in transit you agree to contact *[Craft Notes]* within *[3]* days of delivery.

Any problems or damages from shipping must be reported by email, along with photos. Retailer cannot return goods until they have received a written authorization. Goods sent back without one will not be credited to your account. Exchanges only.

PRODUCT SALE GUARANTEE

We are confident in our product's uniqueness, quality, and value. If you are unhappy and would like to return the books, please call Matt Dowgwillo at 612-803-1022 to process a return.

We agree to buy back any unsold products, in it's delivered, new condition. I understand that when doing consignment, I am expected to return any unsold merchandise at Craft Notes request or I will pay for any books not returned in an agreeable manner. If I am requesting to return books, I will do my best to process and respond in writing to any requests made by Craft Notes. I understand I may also ask for additional time to sell the books. I agree to pay any delivery costs associated to the return if applicable.

PAYMENT INFORMATION & TERMS

NET 60 Terms (For approved Credit Accounts) - Optional

For approved accounts, payment shall be made *[60]* days after the shipping date of the goods. In order to choose NET 60 payment terms, you must have a approved credit account.

Orders must be paid COD.

- If purchasing direct from our website you will need a wholesale login to qualify for special pricing; Payment with Credit Card.
- If purchasing via PO or order form, please submit a check once order has been received. You will be given an invoice for immediate payment.

Overdue Invoices subject to late fee of *1.5%* of the previous invoice for each *[month]* of delay. Retailer agrees to pay all collection costs and legal fees associated with accounts over 6 months overdue in addition to any late fees and/or legal fees, including time of Live Locally staff.

We accept payments via *Check or ACH*. *All Credit Card payments add 3%*.

We reserve the right to modify pricing and terms at any time for future orders. All orders and reorders agree to abide to our most recent order terms.

COPYRIGHT & INTELLECTUAL PROPERTY

All of the designs, products, and content within and any materials made available on the website are the sole property of *Craft Notes*. The website, designs, products, images and content within are protected by copyright and intellectual property law and may not be reproduced in any form without the express written consent of *Craft Notes*. You hereby agree not to reprint, post, or copy (including electronic or digital scans) any photography, sales materials, or product designs without the advance, express written consent of Craft Notes.

PRIVACY POLICY

Any personal information that you provide to us including your name, address, telephone number and email address will be treated confidentially and will not be released, sold or rented to any entities or individuals outside of *Craft Notes*. *Craft Notes* does not collect or record any credit card details you may provide when purchasing products from the *Craft Notes* website.