

CUSTOMER NUMBER _____

To set up or update your account, please complete this form, make a copy for your records, and return. An updated form is required annually. If you have completed this form in the last 12 months and just want to order catalogs, please contact Customer Care at 1.800.685.7572.

**HOW TO SUBMIT
THIS FORM:**

BY MAIL
CRS Ethical Trade, c/o Serrv
532 Baltimore Blvd • Ste 409 •
Westminster, MD 21157

SCAN & EMAIL
orders@serrv.org

BY FAX*
1.888.294.6376

*For faxed forms, please call
Customer Care at 1.800.685.7572
to confirm your fax was received.

1. CUSTOMER INFORMATION

Name of Customer / Organization _____

Contact Person (Host) _____

Phone _____ Email _____

Diocese _____

Customer is a (check one): church or other religious institution corporation for-profit or nonprofit and date incorporated: _____
 individual partnership

Organization's Federal Tax ID Number OR Individual's Social Security Number** _____

**We are required to have one of these numbers on file for all customers with open accounts/payment terms.

Churches have a Federal Tax ID number even though they are tax-exempt; your church accountant should be able to provide it to you.

Is the sponsoring organization tax-exempt? _____

Yes No *If the organization is based in Maryland or Wisconsin, please complete section IV on the reverse.*

2. BILLING ADDRESS

Billing Contact Name _____

Street Address or PO Box _____

City _____ State _____ Zip _____

Email _____ Phone _____

This is a: residential address church/organization address

3. SHIPPING ADDRESS

Orders Contact Name _____

Street Address or PO Box _____

City _____ State _____ Zip _____

Email _____ Phone _____

This is a: residential address church/organization address

4. MAILING ADDRESS I would like to receive catalogs and other mailings at my (check one only): billing address shipping address

5. WOULD YOU LIKE TO ORDER ONLINE?

Yes. Please provide an email address to use for login and a password (six characters minimum, case sensitive) so that we may set up your online account:

Email: _____ Password:

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No, I would not like to order online.

6. CATALOG ORDER How many free catalogs would you like for your Fair Trade event? (Limit 20.) _____ (SKU 95753)

Would you like additional catalogs at \$1.00 each? Yes, please send me an additional _____ catalogs for \$1.00 each. (SKU 95754) No

Customer Care: Add SKU 95755 to this order. Limited quantities of catalogs available.

7. SIGNATURE

This agreement, and all the rights and obligations of the parties hereto, shall be governed by the Uniform Commercial Code as enacted and in force in the State of Maryland on the date of this agreement. Terms may change with 30 days written notice.

By signing below you accept all terms and financial responsibility for payment.

Accepted By _____ Title _____
(Owner or authorized legal representative of organization)

Organization _____ Date _____



ETHICAL
TRADE

serrv

In partnership with Serrv, a nonprofit organization

COMMUNITY ORDERS
ACCOUNT INFORMATION &
SALES AGREEMENT

CUSTOMER NUMBER _____

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THIS FORM:**

BY MAIL

CRS Ethical Trade, c/o Serrv
PO Box 365 • New Windsor, MD 21776

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orders@serrv.org

BY FAX*

1.888.294.6376

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This Sale is a project of Catholic Relief Services in partnership with Serrv and your Parish. As part of the project, Serrv and the Customer agree to the following Terms of Sale:

I. CUSTOMER ACCOUNT

- a. A signed Account Information & Sales Agreement Form are required annually or we will be unable to ship your order.
- b. With a sponsoring organization (nonprofit, community group, church, etc.) that will be financially responsible, you may be able to establish a net-90 account. If applicable, a net-90 account will be created upon receipt of these forms.
- c. Individuals without a sponsoring organization must prepay.

II. ORDERING

- d. Customer receives a 20% discount off the current catalog price excluding promotional items.
- e. Orders must be total at least \$300 at catalog price (before your discount is applied).
- f. Customer pays for ground shipping per Serrv's tiered shipping chart (see below). We do not ship outside the U.S.
- g. Out-of-stock products will not be backordered.
- h. If you are pre-ordering for an event, please submit your order 2-3 weeks before the event. We may have to refuse your order if there is not sufficient time to process and ship by ground before your event.
- i. We will credit your account if you submit an Adjustment Form within 30 days of receiving your order for any damaged or defective items, or items shipped in error. We may request that you return items at our expense before credit is given.
- j. For organizations with a net-90 account, payment in full must be received within 90 days from the date of invoicing (Shipping Document). We cannot accept payment from multiple parties. Interest will be charged a 1% per month on all overdue accounts. New orders will not be processed on overdue accounts.
- k. A monthly statement will be mailed to you showing your account balance, if applicable. The Shipping Document is your invoice.
- l. Serrv will donate a portion of all net sales from the program to Catholic Relief Services at the end of the program period.

III. USE OF NAME

- m. Customers may refer to 'Catholic Relief Services' and 'Serrv' in advertising or other promotions related to the Sale.
- n. Customers must credit Serrv for any product or artisan images and text used from Serrv catalogs or serrv.org.

IV. MARYLAND AND WISCONSIN CUSTOMERS

We are required to charge sales tax on items provided to you unless you are a tax-exempt organization or hold a Resale Certificate. Please provide the following information to confirm your status:

If taking possession of crafts in Maryland:

MD Sales & Use Exemption Certificate Number or MD Sales & Use Registration Number

(submit a blanket Resale Certificate): _____

If taking possession of crafts in Wisconsin:

WI Certificate of Exempt Status Number or Seller's Permit/Use Tax Certificate Number (submit a WI Sales & Use Tax

Exemption Certificate): _____

CRS Community Orders Shipping Rates

ORDER VALUE	GROUND
up to \$24.99	\$7.95
\$25.00 to \$49.99	\$8.95
\$50.00 to \$99.99	\$9.95
\$100.00 to \$149.99	\$11.95
\$150.00 to \$249.99	\$14.95
\$250.00 to \$349.99	\$17.95
\$350.00 to \$499.99	\$23.95
\$500.00 to \$749.99	\$31.95
\$750.00 to \$999.99	\$39.95
\$1,000.00 and up	\$44.95

**Thank you for standing in solidarity
with our brothers and sisters
around the world!**

**Questions?
Email orders@serrv.org or
call 1.800.685.7572**