



- **BENEFITS OF A BUSINESS ACCOUNT**
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## **BUSINESS ACCOUNT INFORMATION**

### **LITIN—EVERYTHING PARTY & PAPER**

Business Sales Division  
434 Lakeside Ave. North, Suite 100  
Minneapolis, MN 55405

**Phone 612.343.4300**

**Toll-Free 888.343.4303**

**Fax 612.343.4301**

**Website [www.epartypaper.com](http://www.epartypaper.com)**

# BENEFITS OF A BUSINESS ACCOUNT

## WE ARE YOUR COMMUNITY PARTNER

We pride ourselves in giving back to the community by sponsoring many local non-profit groups, organizations, and schools, as well as being a Corporate Sponsor for several charity events. Our community gives us so much, it is only right that we give back to them. We are so excited to offer you a free fundraising opportunity to help your business support your favorite charity, group or organization. Please visit [www.epartypaper.com](http://www.epartypaper.com) or ask a Customer Service Representative for more information.



## SINGLE SOURCE SHOPPING

Consider the costs of the ordering process. Save money by saving time doing your ordering. After all, your time costs money. Why waste time price checking, ordering, and receiving orders from multiple vendors when you can it all in one place. At **LITIN—EVERYTHING PARTY & PAPER**, you can pick from over 10,000 different items. Choose from break room and food service supplies, paper products, janitorial, office, shipping and packaging, decorations & theme party supplies (and much, much more). We even rent helium tanks! **One stop shopping for all your business and office needs.**

## SELECTION

We have done plenty of research and choose only the best products available in the market for sale. We offer a wide variety of colors, sizes, styles and designs for all occasions and office needs. If you are looking for an item we don't carry, let us know. Because of our vast network of suppliers, we have **special ordering** available to us.

## SAME DAY ORDER PROCESSING AND NEXT DAY DELIVERY

Once we receive your order, whether by phone, fax, email or online, we process it immediately (same day) in an order to ensure stock is available. Most orders, depending on your need-by-date, are shipped the next day. We deliver daily to the local Twin Cities area and offer **FREE DELIVERY** on orders totaling \$200 or more. Don't live in our area? No problem. We also ship packages out via UPS, Federal Express or courier.

## EASE OF ORDERING

You can either shop our outlet store/warehouse and we will write up your order or place your order using many of the easy, convenient ways listed below:

- By phone (612) 343-4300 or (888) 343-4303
- By fax (612) 343-4301
- Email [customerservice@epartypaper.com](mailto:customerservice@epartypaper.com)
- Online Catalog [www.epartypaper.com](http://www.epartypaper.com)

## WE ARE ONLY HERE FOR YOU

We have been in this business for 40 plus years and there are many good reasons why we've been around longer than a lot of the competition. We take care of our customers 100%. That's all there is to it. We all know that our customers are the people who make this business run, without you, we have no business. We want you to feel **appreciated, respected**, and most of all **satisfied** completely with your purchases.

## PRICING & DISCOUNT STRUCTURE

### PRICING

Customers will be charged the everyday low wholesale pricing on items in the outlet store/warehouse. Please feel free to have us give you a custom quote(s) on products that you will be or have been purchasing on a regular, high-volume basis. We work with each customer, one-on-one, according to their specific situation and needs to determine the best possible solution for you.

### DISCOUNTS

When customers buy case lots of merchandise, there will be at least 10% taken off of the retail sell price.

## GENERAL TERMS & CONDITIONS

### OFFICE HOURS:

Office hours are Monday - Friday from 8:00 AM to 7:00 PM and Saturday-Sunday 9:00 AM to 4:00 PM CST. Customer Service Representatives are available during these hours to take your order.

### MINIMUM ORDER POLICY:

Because wholesale pricing is based on case quantity orders only, we do require minimum order totals of at least \$50. A handling charge of \$10.00 will be charged for orders less than \$50.

### RETURNING MERCHANDISE:

We will refund any upopened packages of merchandise that you would like to return.

When contacting Customer Service about a return, please have your Customer Number, Invoice Number, Invoice Date and reason for the return. Upon receipt of the merchandise, an appropriate credit or refund will be issued.

### BALLOON BOUQUET REQUESTS AND HELIUM TANK RENTALS:

All Balloon Bouquet orders must be called into the Balloon Department in advance at (612) 343-4300. Balloon bouquet orders MUST BE pre-paid and pre-ordered by calling Customer Service at (612) 343-4300. If you are having a helium tank delivered by us, there is a one time \$25.00 delivery charge (for round trip).

# BUSINESS ACCOUNT APPLICATION FORM

## FAX COMPLETED APPLICATION TO 612.343.4301

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

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Credit Amount Requested: \$ \_\_\_\_\_

Years in Business: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_ DUNS # (if applicable): \_\_\_\_\_

Sales & Use or Tax Exempt #: \_\_\_\_\_ *(please include a copy of your certificate)*

Authorized Buyers on this Account: Will these buyers be required to use Purchase Order Numbers?  Yes  No

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

*All authorized buyers must present a valid Drivers License or other identification card at time of in-store purchase.*

\_\_\_\_\_  
Authorized Account Contact Person Signature

\_\_\_\_\_  
Date

*If you would like to apply for a credit line with Litin—Everything Party & Paper, please fill out the bank information to the right, along with information on two trade references for your business. The application process takes between 2 and 3 weeks. Upon approval, terms will be established at Net 30 Days and credit line will depend on information received back from bank and trade references. Fax this completed form to (612) 343-4301, ATTN: Commercial Credit Approval.*

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

*By signing here, you are consenting to have your bank release your company account information to us.*

### BANK INFORMATION

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Account Number: \_\_\_\_\_

### TRADE REFERENCE #1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Account Number: \_\_\_\_\_

### TRADE REFERENCE #2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Account Number: \_\_\_\_\_