346 N. Justine St, Suite 202,
Chicago, IL 60607-1024
(312)997-2375
www.groovedis.com

NEW ACCOUNT APPLICATION

(please e-mail to newaccount@groovedis.com)

GENERAL INFO

Business Name (d.b.a.):_____

Legal Name (if different):_____

Billing Address:_____

_____

_____

Shipping Address:_____

_____

_____

Shipping Preference:

- ☐ Fedex
- ☐ UPS
- ☐ USPS Media Mail

Special Shipping Instructions:_____

_____

Phone #:_____

Year Business Opened:_____

Type of Business (Sole Proprietorship / Partnership / LLC / Corporation / Other):_____

FEIN#:_____

ACCOUNTS INFO:

Accounts Contact:_____

Accounts E-mail:_____

Accounts Phone #:_____

BUYER(S) INFO:

Buyer(s):_____

_____

E-mail:_____

Phone #:_____

Website Username:_____

Website Password: _____

(must be at least 7 characters and contain both alphabetic and numeric characters)

PAYMENT TERMS:

Requested Terms:

- ☐ Credit Card (2.5% fee imposed)
- ☐ PayPal (3.49% fee imposed)
- ☐ Zelle/ACH (no fee)
- ☐ Business Check
- ☐ Other:_____

I understand that my/our account, if left unpaid beyond reasonable terms, will be passed on to a debt collection agent. I understand that payment terms are to be decided by Groove Distribution, and that failure to pay within these terms may result in suspension of ordering privileges. If legal action proceedings are taken I understand I may be liable to further charges. All goods supplied to the above named company remain the property of Groove Distribution until they have been paid for in full. The undersigned accepts personal and individual responsibility and guarantee payment of all monies due and payable to Groove Distribution from the above named business. I/we will not pre-deduct for shortages or billing errors. I agree to all terms and conditions outlined above.

Print Name_____

Position_____

TERMS & CONDITIONS

There is a $150 wholesale order minimum. The $150 must be of in-stock items and before any shipping fees. We normally ship via UPS or Fedex. We may also ship smaller orders via USPS Media Mail. We charge the published shipping charges plus any additional fees (for ex. Residential delivery, COD, etc.).

Please note we do not hold or put aside stock from one week to the next.

RETURNS POLICY

Under normal circumstances everything sold by Groove Distribution is non-returnable. All records, compact discs, magazines, merchandise, etc. whether domestic or imported are sold on a one way, firm sale, non-returnable basis. However, mis-shipped or defective items are returnable.

MIS-SHIPPED / DEFECTIVE ITEMS

Defective items and items sent in error are returnable as long as the following conditions are met:

1A. You must inform us in writing of the mis-shipped item within 3 business days of receiving it. Please note the item and the invoice number the item appears on.

1B. Please inform us of any defective items you have bought from us as soon as possible. After 90 days we cannot guarantee being able to take back any defective items you may have received. Please inform us in writing of the defective item, the nature of the defect, and if possible the applicable invoice number.

2. You will be sent a Return Authorization number. Please include this number on the outside of the box or packaging you use to send the item back to us.

3. Send the item back to us in a timely fashion. "Timely" in this instance means back in our warehouse no later than two weeks after you have been issued an RA number. Returns received later than two weeks after they have been approved may be refused. As a matter of policy we do not pay the shipping charges for any returns.

4. All items must be received by us in the same condition as when they were originally sent out. No pricing stickers, no shrink wrapping added or removed, etc. If the goods are not in re-sellable condition you may not receive full credit for your return or we may simply refuse the return. When returning defective items, please make sure to note the exact nature of the defect. If we cannot confirm the defect (or ascertain what the defect is) the item may be returned to you. Defective items will be exchanged for the same, non defective item if the item is in stock, otherwise we will issue a credit for the item.

5. We will issue a credit for the goods returned and accepted no later than 5 business days after we have received your return. Defective items will only be credited if we cannot replace the item with a non defective copy. Goods not accepted for return will be sent back to you at your expense.