

NAME _____ CUSTOMER NUMBER _____

To set up or update your account, please complete both sides of this form, make a copy for your records, and return. When complete, please submit the form by mail, fax, or email. An updated form is required annually. Questions? Call 1.800.685.7572.

**HOW TO SUBMIT
THIS FORM:**

BY MAIL
CRS Fair Trade, c/o Serrv
PO Box 365 • New Windsor, MD 21776

BY FAX*
1.888.294.6376

SCAN & EMAIL
orders@serrv.org

**If faxing, please contact Customer Care at 1.800.685.7572 to confirm your fax was received.*

1. CUSTOMER INFORMATION

Name of Customer / Organization _____

Contact Person (Sale 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. 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. *If the organization is based in Maryland or Wisconsin, please complete section V on the reverse.* ☐ No.

2. 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 setup your online account:*

Email: _____

Password:

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☐ No.

3. BILLING ADDRESS

Name _____ Organization Name _____

Street Address / PO Box _____ City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Email _____ Fax _____

This is a: ☐ residential address ☐ business / church address

4. SHIPPING ADDRESS *Complete only if different from #3.*

Contact Person (authorized to place orders) _____

Street Address _____ City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Email _____ Fax _____

This is a: ☐ residential address ☐ business / church address

5. MAILING ADDRESS

I would like to receive catalogs, marketing materials, and other mailings at my (check one only): ☐ billing address ☐ shipping address ☐ other (provide below)

Name _____ Organization Name _____

Street Address _____ City _____ State _____ Zip _____

6. SIGNATURE

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

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

Organization _____ Date _____

CONTINUE TO REVERSE TO COMPLETE SALES AGREEMENT

updated fall 2015

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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 Parish or Individual 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. The individual establishing this account by signing below accepts financial responsibility for the account and accepts all terms.
 - With a sponsoring organization (nonprofit, community group, church, etc.) that will be financially responsible, you may be able to establish an account and pay after your sale. If applicable, an open account will be created upon receipt of these forms.
 - Individuals without a sponsoring organization must prepay.

II. ORDERING

- c. **Only handcrafts listed on the current Consignment Order Form and in the Consignment section of our website (after account login) are returnable for credit.** Items which are not listed on the Consignment Order Form as returnable items may not be returned unless damaged, defective, or shipped in error. **Out of stock items cannot be placed on backorder for consignment orders.**
- d. Customer receives a **10% discount** off the current catalog price (excluding promotional items). This discount is reflected on the website after account login, on the Consignment Order Form, and on your invoice.
- e. First order must be at least **\$300** of in-stock merchandise at catalog price (before your discount is applied).
- f. **Serrv pays for ground shipping to the contiguous US for handcraft orders of \$300 catalog price or more.** Additional rates apply for shipments to Alaska, Hawaii, and US Territories. Customer pays shipping charges on orders less than \$300. At least 50% of your order value must be handcrafts in order to receive free shipping. **Shipping will be charged on food-only orders.**
- g. Orders should be placed 4 to 5 weeks before your sale date. If we are experiencing heavy volumes, we may need to refuse your order if it is not placed at least 4 weeks before your sale date. Serrv cannot be held responsible for delayed orders.
- h. Do not remove price tags from products. We may charge a restocking fee of 5% of the returned value of products with tags removed.

III. POST-SALE (RETURNS AND PAYMENT)

- i. **Unsold returnable products must be sent back to Serrv within 10 days after your last Sale date.** Customer is responsible for the condition of these products until they are received back at our warehouse **and for return shipping fees.** Please pack and return unsold items in the condition in which they were received. We recommend insuring your shipment. For customers who have informed us of ongoing sales, all spring catalog merchandise you wish to return for credit must reach us by November 30 and fall merchandise must reach us by April 30.
- j. **Payment for all items sold must be sent within 10 days after each Sale. Do not wait for your returns to be credited before paying for items that were sold or you may be charged interest.** If you overpay, we will refund the difference. Mail **one check to Serrv** by first-class mail in the envelope provided in your shipment. Please do not include your payment in the box with your returns. The Shipping Document is your invoice.
- k. It may take a few weeks to process your returns. We will send you a statement after your returns are processed if you have any credit or amount due. Interest charges may be assessed on the entire invoice for balances not paid within terms.
- l. Serrv will donate a portion of all net sales from the program to Catholic Relief Services at the end of the program year.

IV. USE OF NAME

- m. Customers are permitted to 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.

V. 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): _____

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 _____

CONTACT US

CRS Fair Trade Consignment Sale • c/o Serrv • PO Box 365 • New Windsor, MD 21776-0365
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