

## APPLY FOR ACCOUNT

Thank you for your interest in establishing an account with CB Distributing. In order to protect our wholesale dealer pricing we will require you to establish that you operate a valid business engaged in retailing products we distribute. CB Distributing only sells to retailers and e-commerce customers who offer products for sale in their retail or virtual store(s). New accounts will be required to complete our dealer application and submit documentation that verifies they operate a legitimate business. You will be required to provide a copy of state issued Sales Tax or Resellers Permit (if the state you operate in charges sales tax) and a copy of a state issued Business License with your application.

*We offer two types of accounts as follows;*

*Dealer account for businesses who operate a retail store and stock product.*

*E-Commerce account for non-stocking businesses who operate a virtual store.*

Please select the application that best fits your business category. If you have any questions, contact our credit department at (800) 553-1027 x307 for assistance.

To avoid delays in processing your application please use the checklist below to make sure you are submitting all of the required documents.

The following documents are required for all businesses to open an account;

\_\_\_\_\_ Completed, signed Dealer Application

\_\_\_\_\_ Copy of Sales Tax or Resellers Permit (if the state you operate in charges sales tax)

\_\_\_\_\_ Copy of State issued Business License or Assumed Business Name

\_\_\_\_\_ Completed New Account Information Sheet

\_\_\_\_\_ Completed Visa/Mastercard Authorization Form (for Credit Card terms only)

*To expedite the application process you can fax documents to (541) 812-2351 or e-mail documents to [credit@cbdistributing.com](mailto:credit@cbdistributing.com). We do require an original signed application and other documents for our files, so please mail completed documents to:*

*CB Distributing  
Attn: Credit Department  
3075 Kathryn Avenue NE  
Albany, OR 97321*

*Thank you for the opportunity to serve you. If you have any questions or if we can be of assistance please feel free to contact our credit department at (800) 553-1027 x 307.*

**DEALER APPLICATION**

DATE: \_\_\_\_\_

LEGAL NAME OF BUSINESS: \_\_\_\_\_

DBA: \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_ FAX # ( ) \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY STATE ZIP

SHIPPING ADDRESS: \_\_\_\_\_

CITY STATE ZIP

E-MAIL ADDRESS: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_ Sole Proprietorship \_\_\_ Partnership \_\_\_ Corporation \_\_\_ Other \_\_\_\_\_  
SPECIFY

YEARS IN BUSINESS: \_\_\_\_\_ \*If less than three years complete the personal guarantee section.

TERMS REQUESTED: \_\_\_ Credit Card \_\_\_ COD Check \_\_\_ Net 30 \_\_\_ Net 10th \_\_\_ On Receipt

ANTICIPATED MONTHLY VOLUME: \$ \_\_\_\_\_ (Credit Line Requested)

\*\*\* ACCOUNTS APPLYING FOR CREDIT CARD TERMS SKIP TO PAGE 2 \*\*\*

**TRADE REFERENCES**

(Please list primary suppliers you have credit history with, similar to credit line requested)

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

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

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

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

PHONE # ( ) \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

FAX # ( ) \_\_\_\_\_

FAX # ( ) \_\_\_\_\_

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

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

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

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

PHONE # ( ) \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

FAX # ( ) \_\_\_\_\_

FAX # ( ) \_\_\_\_\_

**BANKING INFORMATION:**

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

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

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

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

PHONE # ( ) \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

## DEALER AGREEMENT

CB Distributing supplies wholesale products to Retail establishments, E-commerce & Catalog businesses who engage in re-selling merchandise. In order to protect our dealers and pricing, new accounts will be required to submit a valid resale permit and business license. All accounts will be required to submit a completed dealer application and applicable credit forms. No product pricing will be furnished until we receive required documentation.

### TERMS OF SALE:

Products and pricing in the electronics industry constantly changes. Product pricing is confidential. Prices listed on our website, flyers or any printed media do not include freight and are subject to change without notice. Some products have MAP (minimum advertised price) pricing that all dealers must adhere to. Any dealer advertising products below MAP pricing will be notified and have shipments withheld until compliance is achieved. Minimum order is \$50. Any order under \$50 is subject to a \$5 handling fee. Non-sufficient fund checks will be assessed a \$25.00 fee per occurrence. Accounts that have three NSF checks will automatically be placed on COD Cash or Pre-pay. Dealer may submit no more than two (2) Visa or Mastercards to be used for processing orders and must have completed authorization form(s) on file prior to placing an order. We have strict procedures in place to safeguard credit card information. For security purposes, no Visa or Mastercard numbers will be accepted over the phone by our credit department or sales staff. Dealers who have more than one credit card on file must designate which Visa or Mastercard is to be used by indicating the last four numbers (only) of the designated card when placing an order. Orders will not be shipped if the Visa or Mastercard on file is denied by the processing center and we will notify you immediately if this occurs. Accounts with Visa or Mastercards that continue to be denied will be subject to revocation of Credit Card terms. If requested, the credit card receipt will be e-mailed to you upon completion of processing the order from our secure gateway. Open accounts agree to pay balances within agreed terms of sale as indicated on invoice. Past due accounts will be charged 1.5% interest per month (18% per year) on any overdue amount until the balance is paid in full. Shipments will be withheld on accounts with past due balances until a current status is reached. Delinquent Term accounts will be subject to a credit review which may result in termination of charge privileges. Accounts with no activity within a 12 month period will become in-active. COD & Term accounts authorize legal title to material purchased from CB Distributing as security for payment on account. COD & Term accounts agree to pay all costs of collection and/or litigation plus reasonable attorney fees. By signing this agreement you agree to any/all litigation to be held in Albany, County of Linn, as governed by the State of Oregon.

### FREIGHT:

Most orders are processed and shipped the same day. Our preferred freight carrier is United Parcel Service (UPS). We will ship all orders UPS unless another shipping method is requested. UPS Ground freight (only) is pre-paid on shippable orders (excludes COD fees, insurance, oversize charges, products that require additional handling, truck shipments & residential delivery fees) of \$1,000+ within the continental United States to a single location. Pre-paid freight excludes special priced product, stereo boxes, woofers and large coax spools. Merchandise requiring truck shipment or special priced product does not qualify for pre-paid freight. Export orders are FOB Albany, Oregon. Dealers will be responsible for reimbursement of freight charges on refused or returned shipments. COD shipments returned to us due to "no funds available" that are re-shipment will be charged a \$5.00 fee plus applicable freight. Customers who fail to accept COD shipments, on three occurrences will be required to pre-pay future orders. CB Distributing assumes no liability for the loss of revenue or any charges associated with merchandise failing to reach its final destination at a specific time or date. No third party billing will be allowed.

### BACKORDERS:

Product that is out of stock at time of order will be automatically back ordered, unless you specify otherwise. You will be notified by our sales staff when a back ordered item becomes available. Dealers will be responsible for freight charges when they authorize a back order to ship, (unless the back order totals \$1,000+ or is added to a qualifying pre-paid freight order) regardless of original order size.

### SPECIAL ORDERS:

Dealer is responsible for accepting product that has been special ordered. Refused special order product will incur a 50% restock fee and handling charge. No returns allowed on special ordered product unless merchandise is found to be defective upon initial installation. Special order quotes do not include freight and expire in seven days.

### DROP SHIPPING:

Established accounts wishing to drop ship products will be assessed a \$4 service fee per shipment, a nominal handling fee for packaging material and applicable freight. Freight will be calculated at residential rates and will be insured against loss and damage. International shipments require extensive research to determine if product can be shipped into a country. Each country has stringent rules and regulations outlining product dimensions and what type of goods can be accepted through Customs. Dealer is responsible for researching Customs requirements on products they wish to ship to international destinations. To fill international orders, Dealer will be required to provide CB Distributing with appropriate shipping method and a copy of their customer's invoice including phone number. There is an additional \$5.00 handling fee to process international shipments to prepare Custom documents. Dealer will be responsible for loss of any merchandise confiscated or not cleared by Custom's. Duty and Custom fees for international shipments will be the responsibility of the dealer and consumer. CB Distributing will not be responsible for any duty, custom fees, out-bound shipping costs or return in-bound freight charges for fraudulent orders, orders not cleared through Customs or cancelled by your customer, or any other circumstance that may arise between the dealer and consumer. CB Distributing will not be held liable for any costs or loss associated with an international shipment whatsoever. All duties and taxes imposed on CB Distributing will be billed back to Dealer upon receipt of charges from freight carrier.

### CLAIMS:

All claims for damages must be reported to freight carrier upon delivery. If a package is lost or damaged we will immediately file a claim with the respective freight carrier. All inner/outer packing must be retained for 14 days. Notification of errors or shortages must be made within ten (10) days of receipt of goods. All claims must include invoice number, date purchased and summary of item(s) in dispute. Failure to notify CB Distributing within ten days shall constitute an irrevocable acceptance of shipment which shall be binding by the terms indicated on invoice.

**RETURN GOODS:**

No products may be returned without CB Distributing's prior authorization and issuance of RA (return authorization). To obtain an RA, fill out the online form on CBDistributing.com (Returns Tab) and fax or e-mail for approval. Most products found to be defective upon initial installation may be returned within six months of purchase. However, Manufacturers have specific guidelines governing what is acceptable for return, which CB Distributing must adhere to. Questions regarding warranty should be directed to our credit department at credit@cbdistributing.com. All 10 Meter manufacturers require defective radios to be sent directly to an authorized factory service center for repair. No exchanges can be made on 10 meter radios. Merchandise must be returned in original manufacturer box with all parts and accessories. After receiving RA number, pack product into an outer shipping box, enclose a copy of RA and write the RA number on outside of carton and ship pre-paid to CB Distributing. Dealer is responsible for shipping costs one way. Defective products that have been in use longer than 30 days (which retain factory warranty) must be sent directly to the manufacturer for warranty repair as outlined in product user guide. CB Distributing will charge a \$10 handling fee and applicable freight to process and ship product to a manufacturer for repair. Products that are received in used or abused condition will not be accepted and returned to you freight collect or will be disposed of. At our discretion we will credit or replace defective products. CB Distributing will pay return shipping costs to replace defective merchandise within the United States to one location. Products that are returned and found to be non-defective, if accepted will be assessed a 15% re-stocking charge and handling fee. Special order product is not returnable, unless defective upon initial installation. Merchandise purchased on final closeout is not acceptable for return or refund.

**CONFIDENTIAL INFORMATION:**

All images, catalogs and descriptions supplied by CB Distributing including images on websites and e-mails are exclusive property of CB Distributing. CB Distributing retains the right to all images supplied in any media form. Dealers are authorized to use the images and product descriptions provided by CB Distributing for the purpose of selling product purchased from CB Distributing. No other use of images or descriptions are permitted and shall be considered a breach of agreement. Dealer agrees to remove or destroy any art or media deemed in violation of this agreement. CB Distributing will not be held liable for printed or electronic typographical errors or misprints of any kind.

I understand and agree with the above terms and conditions and verify I am authorized to apply for an account for the aforesaid business. I further acknowledge that all of the credit information that has been provided is true and correct. I authorize release of any information listed on this application for the purpose of establishing credit.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
PRINCIPAL OR OWNER ONLY

**PRINTED NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**P E R S O N A L   G U A R A N T E E**

I/We the undersigned consent to the release of my/our personal credit history for determining evaluation of establishing a term account for applicant. I/We recognize if credit is extended, I/we am/are respectively severally/jointly personally responsible and guarantee payment in accordance to the agreed credit terms. I/We the undersigned acknowledges that I/We will be held liable for any debt incurred prior to a 10 day written notice to CB Distributing. I/We authorize CB Distributing to obtain my/our personal credit information from a consumer credit reporting service in order to evaluate and make credit determination of aforesaid business.

**GUARANTOR 1**

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **SOCIAL SECURITY #** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**GUARANTOR 2**

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **SOCIAL SECURITY #** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_



# CB Distributing

ACCOUNT INFORMATION SHEET

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

**To enable us to serve your account with superior service, please answer the following questions:**

How did you hear about us? \_\_\_\_\_

Are you currently receiving our flyers ?  Yes  No

Does your business reside within the Continental US?  Alaska/Hawaii?  Outside US?

Do you operate your store in a  residential or  business location?

What are your business hours: From \_\_\_\_\_ (am \_\_\_ pm \_\_\_) To \_\_\_\_\_ (am \_\_\_ pm \_\_\_)

Closed on: \_\_\_\_\_

What type of business do you operate?

Storefront - Retail establishment

Catalog Sales

E-Commerce - Virtual Store List Website : \_\_\_\_\_

E-Bay Seller- List E-Bay seller name: \_\_\_\_\_

Mobile Installation & Repair

RV Manufacturing, Sales or Repair

Truck Manufacturing, Sales or Repair

Other: (Please Specify) \_\_\_\_\_

**What Types of products are you interested in purchasing?** (check all that apply)

CB & 10 Meter Products

Power Supplies/Inverters

FRS & GMRS Products

Car Audio Products

Scanners

12 Volt Accessories

Radar Detectors

Marine Products

Business Radio Products

Antennas, Mounts & Accessories

Action Cams - Motorcycle Products

Tools

Assigned Sales Agent: \_\_\_\_\_ Account # \_\_\_\_\_ Office Use Only

Territory: \_\_\_\_\_ Date Account Opened: \_\_\_\_\_ Terms: \_\_\_\_\_

# CB DISTRIBUTING RETURN POLICY

CB Distributing purchases merchandise from manufacturers and distributes at wholesale prices to retailers. CB Distributing is not a manufacturer. CB Distributing is required to adhere to the manufacturers return guidelines which differ significantly. All products we distribute are new or factory re-conditioned and come with a warranty. "Warranty" does not imply that products can be replaced or exchanged. Some manufacturers only authorize the repair of product.

Every manufacturer has different return criteria that must be adhered to. Due to the amount of products CB Distributing inventories it is impossible to list all the manufacturer exceptions and exclusions. Listed below are some general guidelines to inform and assist you with returns.

## **CB Distributing Requires Prior Authorization On All Returns.**

*No products may be returned without CB Distributing's prior authorization and approval. A return authorization (RA) can be obtained on our website at [www.cbistributing.com](http://www.cbistributing.com), products return tab. Complete the form and print. Fax your request to (541) 812-2351 or e-mail to us at [RMA@cbistributing.com](mailto:RMA@cbistributing.com) for approval. Upon acceptance of your request we will issue (RA) return authorization number and notify you by phone, fax or e-mail.*

**Got a question?**    *We are here to assist you.*

*Call (800) 553-1027 or e-mail [RMA@cbistributing.com](mailto:RMA@cbistributing.com) with your warranty questions.*

## **All Merchandise must be returned in original manufacturer box with all accessories.**

### **Stocking Dealer:**

Most Dealer inventory purchased from CB Distributing within a six month period that is found to be defective upon initial installation or fails within 30 days may be returned. However, there are some exceptions. Close-out and special order product is not returnable.

To protect our Dealers from loss, we recommend you contact our returns department regarding the defective product(s) prior to issuing an over the counter exchange.

The Consumer should contact the manufacturer as outlined in instruction handbook or user manual for assistance with trouble shooting. Any product that has been in service longer than thirty (30) days is not acceptable for return or exchange. The Consumer is responsible for returning defective product to the respective service center for repair as outlined in owners manual. Please refer to the manufacturers user manual or call our Credit Department for assistance regarding warranty service. Merchandise returned due to in-store package damage or pilferage will not be accepted. At our discretion, we will exchange product or issue credit on your account. Defective products being exchanged will be returned to dealer location freight pre-paid. Non-defective product, if accepted, is subject to a 15% restocking fee and service charge.

### **Virtual Dealer:**

The Consumer should contact the manufacturer as outlined in instruction handbook or user manual for assistance with trouble shooting and warranty repair. Defective product is acceptable for return within 45 days of invoice date. Close-out and special order product is not returnable. Non-defective product is subject to a 15% restocking fee, service charge and any applicable freight charges. CB Distributing will pay return shipping costs to replace defective merchandise to one destination within the Continental United States.

## **General Return Guidelines:**

Educate your staff to examine products being returned to ensure that merchandise has not been abused (dropped, glued, etc.) and that the carton contains the correct model.

When exchanging a product only replace the main components. Retain the original carton, packing and accessories. This will ensure you receive full credit for product return.

10 Meter radios are not acceptable for return or exchange even if they have been in service for less than 30 days. No returns are allowed on 10 meter radios. All 10 meter radios must be forwarded to respective service center for repair.

Many manufacturers print a “manufactured date” on or near the product serial number. To avoid loss it is recommended that you examine the manufacturer date on radios, scanners and high end product.

Inspect merchandise to make sure that rechargeable batteries or battery packs that originally came with product is included with return. Remove batteries from merchandise that did not come with product.

Antennas that are broken or shorted out due to rubbing or hitting of objects are not returnable or replaceable as this type of wear is not considered a manufacturing defect.

Generic microphones that have been in use longer than thirty days are not covered by warranty. Speciality microphones and Cobra High Gear models may have a longer warranty period. Check the user manual for warranty information. Most speciality microphones need to be routed to service center for repair after 30 days of use as indicated in user manual.

CB Distributing will reject product(s) returned to us that are found to be in used or abused condition or contain the incorrect model. If a product is rejected you will be notified immediately by phone or e-mail. At your option, product will be destroyed, returned freight collect or forwarded to the factory service center for repair.

To process a repair the Dealer will be assessed applicable freight charges both ways and a \$10.00 handling charge.

After receiving a return authorization (RA) pack product into an outer shipping box, enclose a copy of return authorization (RA) and write the RA approval number on outside of carton. Ship pre-paid to:

CB Distributing  
Attn: Returns Dept.  
3075 Kathryn Ave. NE  
Albany, OR 97321

Our “Return Policy” listed above does not contain all our exceptions and exclusions and is subject to change without notice. To view current policy, please check our website at [www.cb-distributing.com](http://www.cb-distributing.com) or call our returns department for further information.