



Coffee Wholesale USA

cw-usa.com[®]

Mailing Address

P. O. Box 1614
Round Rock, TX 78680
Phone (866) 570-0498

Shipping Address

1101 North Industrial Blvd, Building A
Round Rock, TX 78681
Fax (512) 388-9791

Always Premium Quality – Never Less[®]

Instructions – Government Entities Applying for Trade Credit

1. Send us a written request for opening your trade credit account
 - Your request must be made on your official Government letterhead and faxed to us with your signature
 - Your approved request enables your government entity to order merchandise from us via Purchase Order
 - Requests must include your name, “bill-to” address, telephone number, and email address
2. Complete a Texas Sales and Use Tax Exemption Certification (included)
 - Complete side 2 if your government entity is exempt from paying Texas sales tax
 - Texas law requires we must have this signed document in our file or we must charge Texas sales tax
3. Provide Accounts Payable information
 - Provide us with the name, telephone number, and email address of the person in your Accounts Payable department who is assigned to our account
4. When you have completed each step above in Steps 1 through 3
 - Fax these documents to us – we will start working on your application promptly
 - Keep a copy of each form for your files
5. Once your trade account is approved, all orders submitted to us must meet the following guidelines
 - All orders must be in the form of a formal written Purchase Order (PO)
 - PO’s must include a PO number
 - PO’s must clearly show our vendor name and vendor number
 - PO’s must equal or exceed our minimum order amount of \$50 (fifty dollars)
 - PO’s must clearly show all of the items you are including in your order
 - PO’s must clearly include a “ship-to” address for merchandise ordered
 - PO’s must clearly include the “bill-to” address for mailing your invoice
6. Items Ordered and Price Quotes
 - If you need a Price Quote to properly complete your PO, just ask us and we can provide you with one
 - Price Quotes will include the information you provide to us (like shipping and billing addresses) along with the quantity and description of items included in your order, the prices of those items, shipping charges, and an overall order total
7. Payment Terms
 - Invoice terms are Net 30 Days
 - A finance charge of 1.50% monthly is automatically added to overdue invoices and late payments

