



# Cuddlebugs - n - Cocoons Customer Information Sheet

Retail and Internet stores must complete the Sales and Use Exemption and Customer Information forms (see below). A copy of these forms will be retained on file at Cuddlebugs - n - Cocoons.

Internet stores must provide a working Web address. We do not wholesale to home-based businesses or on-line sites.

## Open Order

Opening order \$100. No minimum on reorders.

## Payment Options

**Credit Card information or pre-payment arrangements must be received with order or order will NOT be processed and placed on hold.**

We accept Visa and MasterCard. Cashiers checks and money orders may be made out to Cuddlebugs - n - Cocoons. Personal checks are **NOT** accepted. Payment is not due until items are ready for shipment – all items must be paid in full prior to shipment.

## Product Pricing

All retail stores are encouraged to price products according to the suggested retail price. Internet stores must price according to the suggested retail price with the exclusion of promotional sales. All sales must be for a finite period of time.

## Exclusivity

Exclusivity is **NEVER** promised to one area or storefront. However, we realize that it is in the best interest of all parties to try our best to keep representation equally spread.

## Web Retailers

Product descriptions must be clearly labeled with the Cuddlebugs - n - Cocoons product/theme and Cuddlebugs - n - Cocoons brand name. Sale of Cuddlebugs - n - Cocoons products on EBAY or other online auction sites is strictly prohibited. Such acts will result in cancellation of all orders inclusive of pending orders. We cannot sell to sites under construction. Internet retail sites must be fully-operational prior to the opening of an account with Cuddlebugs - n - Cocoons. Cuddlebugs - n - Cocoons reserves the right to ask retailers to remove our products if we are not represented according to these policies and the standards of our organization.

## Shipping

We ship **UNITED PARCEL SERVICES (UPS)**. UPS does not deliver to P.O. boxes therefore a street address is required. We do not offer express shipping. All domestic and international shipping fees are the ordering stores responsibility.

## Drop Shipping

We will drop ship directly to customers for a one-time fee plus Shipping and Handling.

## Order Cancellation

All cancellations must be made within 5 businesses day of submission. Orders cancelled after 5 days will incur a 10% stocking fee.

## Returns

We guarantee the quality of our products. Cuddlebugs - n - Cocoons does not accept returns; however, we will gladly replace/repair any item that is defective within 5 days of delivery. Any used or washed items will not be replaced.

Shipping costs are non-refundable.

**Please inspect all orders immediately upon receipt.**

## Privacy Policy

We are committed to ensuring the privacy of our customers. We **DO NOT** sell or exchange names or any other information about our customers with third parties.

We reserve the right to discontinue sales to a wholesale customer at any time for any reason.

These policies are subject to change at the discretion of Cuddlebugs - n - Cocoons at any time.

## CONTACT US

(919) 771-1330

(919)771-1330 Fax

[info@cuddlebugs-n-cocoons.com](mailto:info@cuddlebugs-n-cocoons.com)



# Cuddlebugs - n - Cocoons Customer Information Sheet

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

BUSINESS NAME: \_\_\_\_\_

BUSINESS DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

ALT PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

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

(May we include you in e-mail promotions? ( ) YES ( ) NO

WEB ADDRESS: \_\_\_\_\_

**Required for internet storefronts**

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

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

FEDERAL TAX ID #: \_\_\_\_\_

BUSINESS STARTED: \_\_\_\_\_

OWNER/MANAGER: \_\_\_\_\_

**CREDIT CARD INFORMATION:** (Required to process order)

MC ( ) VISA ( )

**CARD#:**  
\_\_\_\_\_

**EXP. DATE:** \_\_\_\_/\_\_\_\_

**3 DIDGIT CODE ON BACK OF CARD:** \_\_\_\_\_

**NAME ON CARD:**  
\_\_\_\_\_

\* Please include a copy of your current state/federal tax ID and business license.

**Yes, I have read and agree to the Storefront Retail Policies of Cuddlebugs-n-Cocoons.**

**Signature:**  
\_\_\_\_\_