

NEW ACCOUNT INFORMATION

MITCHELL FABRICS

APPLICANT INFORMATION

COMPANY NAME			
NAME OF OWNER			
PHONE	SECONDARY PHONE		FAX
E-MAIL		WEBSITE	
<input type="checkbox"/> SOLE PROPRIETORSHIP	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> PARTNERSHIP	SSN # / FEDERAL ID

PHYSICAL ADDRESS

CITY	STATE	ZIP	PHONE
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SHIPPING ADDRESS (☐ SAME AS PHYSICAL ADDRESS)

CITY	STATE	ZIP	PHONE
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BILLING ADDRESS (☐ SAME AS PHYSICAL ADDRESS)

CITY	STATE	ZIP	PHONE
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ALL INVOICING IS SENT OUT ELECTRONICALLY. PLEASE PROVIDE THE PROPER EMAIL FOR ALL INVOICES AND BILLING INFORMATION.

BILLING E-MAIL

WHAT TYPES OF FABRICS ARE YOU MOST INTERESTED IN? (CHECK ALL THAT APPLY) *REQUIRED

☐ UPHOLSTERY ☐ WINDOW/DRAPERY ☐ MULTI-PURPOSE ☐ SHEER ☐ CONTRACT

PLEASE DESCRIBE YOUR BUSINESS (CHECK ALL THAT APPLY) *REQUIRED

☐ INDEPENDENT DESIGNER ☐ WORKROOM ☐ UPHOLSTERER ☐ RETAILER ☐ E-COMMERCE ☐ SHOWROOM TO THE TRADE

SIGNATURE

I HAVE READ AND AGREE TO THE TERMS & CONDITIONS PROVIDED BY MITCHELL FABRICS. I AUTHORIZE THE VERIFICATION OF THE INFORMATION PROVIDED ON THIS FORM.

SIGNATURE OF APPLICANT _____ DATE _____

NAME _____ TITLE _____

****PLEASE SEND A CURRENT COPY OF YOUR STATE RESALE CERTIFICATE WITH APPLICATION.****

INTERNAL PROCESSING

ACCOUNT #	PROCESSING DATE	PROCESSED BY
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OVER

CREDIT CARD AUTHORIZATION FORM

MITCHELL F A B R I C S

TRADE REFERENCES

NAME	ACCOUNT #	PHONE
NAME	ACCOUNT #	PHONE

HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> SOCIAL MEDIA (CIRCLE): FACEBOOK • INSTAGRAM • PINTEREST • ALIGNABLE	<input type="checkbox"/> SALES REPRESENTATIVE: _____
<input type="checkbox"/> MITCHELL FABRICS WEBSITE	<input type="checkbox"/> REFERRAL: _____
<input type="checkbox"/> OTHER (PLEASE EXPLAIN): _____	

CREDIT CARD INFORMATION

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

CARDHOLDER NAME (AS SHOWN ON CARD)		CARDHOLDER PHONE	
CARDHOLDER ADDRESS (<input type="checkbox"/> SAME AS PHYSICAL ADDRESS)	CITY	STATE	ZIP
CARD NUMBER		EXPIRATION (MM/YY)	

I authorize my card detailed above to be charged for items purchased from Mitchell Fabrics. I understand that my information will be saved to file for future transactions on my account.

SIGNATURE
PRINTED NAME
DATE

 1-800-FABRICS
 1-800-973-6511

 service@mitchellfabrics.com
 www.mitchellfabrics.com

 3532 Coleman Ct. Ste C, Lafayette IN 47905

TERMS & CONDITIONS

ACCOUNT - TERMS & POLICIES

- Mitchell Fabrics ("MF") sells only to qualified retail businesses with a Retail Sales Certificate.
- Buyer agrees to all terms and to pay within stated terms. MF retains the right to amend terms at any time with or without notice.
- All payments must be made in US Funds as directed by MF. If Buyer fails to pay, Buyer agrees to pay all collection costs including but not limited to: court costs, reasonable attorney fees, and collection agency fees incurred by MF to collect any debt.
- A finance charge of 3% per month will be added to all past due invoices.
- All returned checks and credit card chargebacks are subject to a service charge. Future orders will be held until payment has been made in full.
- MF may suspend or discontinue business at any time at its sole discretion.
- A deposit of 50% or more may be required on custom or multi-bolt orders and may include cancellation restrictions.
- ALL customers must have a Credit Card on file, including accounts with payment terms – which will be utilized for payment in the event that the account balance exceeds the payment due date agreement.
- We accept Visa, MasterCard, American Express, and Discover cards for all orders or account payments.
- In our effort to reduce paper waste and improve invoice efficiency, invoices will be sent electronically to the email address on file or as designated by the account holder.

ORDERS & PRICING

- Minimum order of 1 yard on all fabric and trim.
- Orders are accepted via email, phone, fax, and online via our website. Your account number is required when placing an order.
- Orders accepted and issued by MF are subject to pricing increases, shipping delays, back orders, credit holds, and other possible delays whether at the discretion of, or not in control of MF.
- A reference number will be provided on every order placed. Please record the reference number for future inquiries.
- An in-stock order may be cancelled without penalty until it is cut for shipping. Once cut or shipped, our return policy applies. If cancelling an order, please note the customer service representative you spoke with as well as the cancellation number provided during the conversation.
- All back orders are considered firm orders and subject to cancellation policy (refer to Returns & Cancellations).
- No returns or cancellations will be accepted on any custom product or special order items once the order is in production from our supplier.
- Prices are subject to change with or without notice. The most current pricelist on the website supersedes all previous pricelists.
- All shipping charges are in addition to the price of the items ordered.

FABRIC INFORMATION

- Fabric orders can be processed more efficiently if cut lengths are provided. We may need to fill your order with more than one piece to prevent a back order. An order will only be filled with pieces after you have received notification. We also ask for cut lengths to allow extra material in case of flaws found in the fabric while processing.
- All vertical and horizontal repeats listed are approximate and can vary slightly from bolt to bolt.
- The best available dyes are used in our fabrics and we cannot guarantee against color fading through exposure to the sun or moisture. Some colors and fabrics are more susceptible to these conditions, and may have other adverse effects on the fabric.
- Natural silks provide a unique texture to the fabric by creating slubs and variations in color (up to 10%) and texture to the raw silk yarn used in these textiles. Shading, uneven construction, nubs, and inconsistencies are the character of this fabric and are not to be considered flaws or defects.
- We will not be responsible for any labor or fabrication charges incurred due to inherent characteristics of fabrics selected.

DYE LOT MATCHING, RESERVES, & MEMO SAMPLES

- Dye lots can vary from bolt to bolt. For this reason we cannot guarantee an exact match to your sample book. MF is not responsible for variations and if an exact match is desired, you may request a Cutting For Approval (CFA) from our existing stock.
- CFA Reserves will be held for 14 calendar days after the cutting is sent from our warehouse.
- Reserves placed on fabric will be held for 7 calendar days. Once a fabric hold expires, the goods will be released back to inventory without notification.
- Memo samples are available, free of charge in most cases, while quantities last; up to 6 memos will be shipped USPS First Class Mail.
- If more than 6 memos are requested, memos will be shipped UPS at buyer's expense.
- A larger sample size is available for current patterns with horizontal and vertical repeats greater than 13", respectively upon request.
- Any sample size greater than what is offered must be purchased in .25 yd increments, with a .5 yd minimum and up to 1 yd at 20% off regular wholesale price at buyer's expense plus shipping.

TERMS & CONDITIONS

MITCHELL
FABRICS

DELIVERY & SHIPMENTS



- Every effort is made to ship your order within 24-48 business hours of the order being placed.
- All fabric orders are shipped via UPS Ground unless otherwise requested. Please advise if expedited shipping is required at the time your order is placed. Expedited shipping charges are applied directly to the order at the Buyer's expense.
- All shipments must be examined for correct pattern, color, and defects prior to cutting or fabrication.
- Shipping charges cannot be adjusted for orders delayed due to serious weather conditions or situations outside of our control.
- All shipments are sent from the MF warehouse. We do not drop-ship directly from our suppliers.
- Shipments damaged or lost in transit are the responsibility of the carrier. Please check all shipments carefully prior to signing or accepting packages. Damaged shipments should be refused. In the event damage is noticed after acceptance, do not open the package. Please take pictures of the damage and contact us immediately to file a claim with the carrier on your behalf.
- Although our responsibility ends when the shipment is picked up from our warehouse, we will process the claim once the inspection has been completed. Please contact us for a replacement order if the request is time sensitive.

RETURNS & CANCELLATIONS

- No returns or cancellations will be accepted on any custom product or special order items once the order is in production.
- No returns or cancellations will be accepted on discontinued and/or sale items.
- Only phone cancellations are accepted on stock orders and/or items that have not been cut or processed.
- If cancelling an order, please note the customer service representative you spoke with as well as the cancellation number provided during the conversation.
- No return merchandise is accepted more than 30 days following invoice date and without prior authorization.
- All returns are subject to approval and must have a Return Authorization number included on the outside of the package.
- No returns will be accepted if not in our possession 30 days after the date the Return Authorization was issued.
- All fabric must be examined for PATTERN, COLOR, & DEFECTS PRIOR to cutting and/or fabrication takes place.
- No returns are accepted for fabric that has been cut or processed.
- No fabric or trim less than 10 yards is refundable unless MF is at fault.
- Fabric returned through no fault of MF is subject to a 25% restocking fee plus freight charges both ways.
- Refused shipments, customer duplication of orders, or cancellations after shipment has been made are subject to a 25% restocking fee plus freight charges both ways.
- An Internal Credit Memo may be applied to completed Return Authorizations. All customers are responsible for tracking and requesting the application of Credit Memos toward future purchases. Credit Memos are not eligible for a cash or credit card refund. Credit Memos must be used within twelve (12) months from the date of issue.

DRAPERY HARDWARE & BLINDS/SHADES

- No basic drapery hardware returns are accepted for \$30 or less unless MF is at fault.
- All drapery hardware must be returned in exactly the same package it was shipped in. Basic drapery hardware returned through no fault of MF is subject to a 25% restocking fee plus freight charges both ways. No credit will be issued for returns if improperly packaged and/or returned damaged.
- No returns on any drapery hardware purchases from Orion Drapery Hardware as all product is deemed custom by manufacturer.
- All blinds/shades are to be confirmed in writing by customer to ensure accuracy and will be ordered based on approved specifications. No cancellations are accepted once order is confirmed and/or order has been placed with manufacturer.
- No returns on custom blinds/shades unless product is defective, in which case, a replacement order will be processed. All product must be returned within 7 business days in exactly the same package it was shipped in.
- Repairs on existing blinds/shades are available only on product purchased within the last 12 months and processed by MF. Any required repairs after 1 year will need to be handled directly with the manufacturer.

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