NATURAL SOURCING™
Specialists in Cosmeceutical Ingredients

CREDIT TERMS AND POLICIES

CREDIT APPLICATION: Our policy requires new customers requesting credit to submit a credit application. Please complete the following form, providing all required information. Incomplete applications will delay processing of pending orders.

CREDIT TERMS: Credit terms are effective from the date of shipment. The date a payment is due is based on the date of shipment and is not based on the date of receipt of invoice or merchandise.

MAINTENANCE OF CREDIT PRIVILEGES: Continuation of credit privileges is dependent upon maintaining the account in satisfactory condition. We reserve the right to suspend credit privileges of customers whose accounts are not maintained on a current basis. All past due accounts are subject to a service charge of one and one-half percent (1½ %) per month on the past due balance.

REMITTANCE ADDRESS: Mail all payments to Natural Sourcing, LLC. at the remittance address shown below. Please write the invoice number on the check to insure payment is credited properly.

DISPUTED INVOICE: Customers who have a dispute regarding the amount invoiced should mail payment of the undisputed portion and provide an explanation of the disputed amount.

CT SALES TAX: If you are receiving shipments in the state of Connecticut, please fill out the blanket tax exemption form. If we do not have a completed form on file, we are required by law to collect CT state sales tax.

PAST DUE INVOICES: We reserve the right to charge the past due amount on the credit card we have on file for invoices which are more than 90 days old. Please fill out the credit card authorization form, filling in all required information.

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Credit Application Form

Fed Tax ID: 81-0650780

BILLING/SHIPPING INFORMATION

Company Name: ____________________

Check One: ❑ Corporation ❑ Partnership ❑ Proprietorship

❑ Subsidiary of ____________________ or ❑ Division of ____________________

DBA or Previous Business Name if Applicable:____________________

Bill To Address:

Address: ____________________

City: ____________________ State: ____________ Zip: ____________________

Phone: ________________ Fax:________________ E-Mail: ________________

Ship To Address:

Address: ____________________

City: ____________________ State: ____________ Zip: ____________________

Phone: ________________ Fax:________________ E-Mail: ________________

BUSINESS INFORMATION

Years Established: ______________ Type of Business: ____________________

Net Worth: ____________________ D&B #: ____________________

Annual Sales: ____________________

President/CEO: ____________________ Treasurer/Controller: ____________________

VP/Finance: ____________________ A/P Manager: ____________________

Amount of Credit Applied For: ____________

Has this business filed for bankruptcy within the last 5 years? Yes ❑ No ❑

Natural Sourcing LLC • 341 Christian Street • Oxford, CT 06478
Phone: (203) 702-2500 • Toll Free: (800) 340-0080 • Fax (203) 702-2501
info@naturalsourcing.com • www.naturalsourcing.com

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BANK INFORMATION

Bank Name: ____

Contact Name: ____

Bank Address: ____

Account No. ___________________________________

Bank Phone: ___________________________________

Bank Fax: _____________________________________

Bank Email: ___________________________________

CUSTOMER'S AUTHORIZATION TO RELEASE BANK AND TRADE INFORMATION

Attention Bank References: Please provide information on all accounts listed as well as any loan information. You will be serving our interest best if you provide the information over the phone. Thank you.

I/We hereby authorize you, to whom this application is made, to investigate my/our credit worthiness. I/We will provide financial statements, tax returns etc., as deemed necessary.

Name: ____

Title: ____

Signature: ____

Date: ____

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TRADE REFERENCE A

Company Name: ______________________________

Contact Name: ______________________ Title: ______________________

Address: ______________________________

City: ____________________ State: __________ Zip: ________________

Phone: ______________________ Fax: ______________________

Email: ______________________

Trade Reference Name: ______________________________

Contact Name: ______________________ Title: ______________________

Address: ______________________________

City: ____________________ State: __________ Zip: ________________

Phone: ______________________ Fax: ______________________

Email: ______________________

Account Type: ______________________

CUSTOMER'S AUTHORIZATION TO RELEASE BANK AND TRADE INFORMATION

Attention Trade References: Please provide information on all accounts listed as well as any loan information. Thank you.

I/We hereby authorize you, to whom this application is made, to research my/our credit worthiness. I/We will provide financial statements, tax returns etc., as deemed necessary.

Name: ______________________________

Title: ______________________________

Signature: ______________________________

Date: ______________________________

TRADE REFERENCE B

Company Name: ____

Contact Name: _____________________________ Title: _______________________________

Address: ____

City: ___________________________ State: _____________ Zip: _______________________

Phone: __________________________________ Fax: _______________________________

Email: ____

Trade Reference Name: ____

Contact Name: _____________________________ Title: _______________________________

Address: ____

City: ___________________________ State: _____________ Zip: _______________________

Phone: __________________________________ Fax: _______________________________

Email: ____

Account Type: _________________________________

CUSTOMER'S AUTHORIZATION TO RELEASE BANK AND TRADE INFORMATION

Attention Trade References: Please provide information on all accounts listed as well as any loan information. Thank you.

I/We hereby authorize you, to whom this application is made, to research my/our credit worthiness. I/We will provide financial statements, tax returns etc., as deemed necessary.

Name: ____

Title: ____

Signature: ____

Date: ____

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TRADE REFERENCE C

Company Name: ____

Contact Name: ______________________ Title: ________________________

Address: ____

City: ____________________ State: __________ Zip: __________________

Phone: __________________________ Fax: ________________________

Email: _______________________________

Trade Reference Name: ____

Contact Name: ______________________ Title: ________________________

Address: ____

City: ____________________ State: __________ Zip: __________________

Phone: __________________________ Fax: ________________________

Email: _______________________________

Account Type: _________________________

CUSTOMER'S AUTHORIZATION TO RELEASE BANK AND TRADE INFORMATION

Attention Trade References: Please provide information on all accounts listed as well as any loan information. Thank you.

I/We hereby authorize you, to whom this application is made, to research my/our credit worthiness. I/We will provide financial statements, tax returns etc., as deemed necessary.

Name: ___________________________________

Title: ___________________________________

Signature: _______________________________

Date: ___________________________________

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TRADE REFERENCE D

Company Name: ______________________________

Contact Name: ______________________ Title: ______________________

Address: ______________________________

City: ____________________ State: __________ Zip: ________________

Phone: ______________________ Fax: ______________________

Email: ______________________

Trade Reference Name: ______________________________

Contact Name: ______________________ Title: ______________________

Address: ______________________________

City: ____________________ State: __________ Zip: ________________

Phone: ______________________ Fax: ______________________

Email: ______________________

Account Type: ______________________

CUSTOMER'S AUTHORIZATION TO RELEASE BANK AND TRADE INFORMATION

Attention Trade References: Please provide information on all accounts listed as well as any loan information. Thank you.

I/We hereby authorize you, to whom this application is made, to research my/our credit worthiness. I/We will provide financial statements, tax returns etc., as deemed necessary.

Name: ______________________________

Title: ______________________________

Signature: ______________________________

Date: ______________________________

NATURAL SOURCING™
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Blanket Tax Exemption Certificate

Company Name: ____

Address: ____

City: ___________________________ State: _____________ Zip: _______________________

Phone: ____

Signature: ____ Date: ____________________
**** NOT VALID UNLESS SIGNED ****

❑ Taxable
❑ Exempt: Tax ID #: ___________________________ State: ____________________

This is to certify that all tangible property purchased from Natural Sourcing, LLC is or was purchased for the following purpose.

❑ Resale as tangible personal property
❑ To be incorporated as a material or other tangible property to be produced for sale by manufacturing, assembling or processing.
❑ Other
Please Explain: ____

Please Email or Fax This Credit Application Form
Email: Accounts@naturalsourcing.com
Fax: (203) 702-2501

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ______

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ______

Exemption from FATCA reporting code (if any) ______

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*