

**NEW CUSTOMER INFORMATION AND POLICIES**

**New customers must be approved by a manager to determine if the location is in our delivery range.**

For our records, we need the following information:

**Company Name:** \_\_\_\_\_

**Bill Address:** \_\_\_\_\_

**Ship Address** \_\_\_\_\_

**Hours:** \_\_\_\_\_

**Main Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Reseller/Landscaper Number:** \_\_\_\_\_

**Shipping Address (if different from above):** \_\_\_\_\_

\_\_\_\_\_

**Directions (please include landmarks, intersections, mileage):** \_\_\_\_\_

\_\_\_\_\_

**Do you want to receive twice a week e-mails and faxes?** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-mail**

**Are there any special instructions required for invoices?** \_\_\_\_\_

\_\_\_\_\_

**How did you hear about us?**

\_\_\_\_\_ **Truck Sign**    \_\_\_\_\_ **Ads**    \_\_\_\_\_ **Internet**

\_\_\_\_\_ **Friends**    **Other** \_\_\_\_\_

**Who will be the PURCHASING contact?** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Who will be the FINANCING contact?** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**We need a copy of your license, Sales Tax registration certificate, and Agricultural license for one of the following:**

Landscaper Contractor

Nursery Certificate

Horticulture Service

Nursery Grower

Cut Flower Dealer

Retail Florist

Nursery Stock Dealer

**We also need a copy of your R-1064 form if applicable.**

**Inventory-** New material is added on Wednesdays and Fridays. We fax and e-mail our inventory every Wednesday and Friday. The website is updated daily.

**Delivery Schedule-**

Monday- Locals

Tuesday- Laplace to Baton Rouge, Gonzales, Ponchatoula, Opelousas, Lafayette

Please send back - Fax: 504-656-7001 or E-mail: [sales@langridgeplants.com](mailto:sales@langridgeplants.com)

Wednesday- Slidell, Gulf Coast to Ocean Springs, Picayune,  
West bank, Chalmette

Thursday- Marrero to Raceland to Cutoff, Luling to Houma,  
Thibodaux, Morgan City, Vacherie

Friday- West bank, New Orleans, Kenner, Metairie

Saturday- Laplace to Baton Rouge, Gonzales, Ponchatoula

Pick Up orders- There is no minimum for pick-ups. If you do not pick up the material on the day you request, we will try to contact you, if we cannot contact you the material will go back on inventory and there will be a 20% restocking fee.

**ALL DELIVERIES WILL HAVE A \$5.00 DELIVERY CHARGE**

**Minimum Order-**

**\$500.00** and up on regular scheduled delivery days.

**\$1000.00** for Opelousas and Lafayette

Off Schedule deliveries needs manager's approval

**Place Orders-**

Cut off time for placing an order is 2:00pm the day before scheduled delivery.

Any order or items cancelled after 9:00am the day before the scheduled delivery day will have a **20% restocking fee**. Any material delivered and sent back will have a 20% restocking fee unless the material is damaged when delivered.

**Terms/Payments-**

All new customers are **COD**.

All NSF checks will have a **\$35.00** Charge.

We accept cash, business checks, & major credit cards (Visa, Master Card, American Express, Discover)

**A 1.5% MONTHLY FINANCE CHARGE WILL BE APPLIED TO ALL PAST DUE ACCOUNTS**

**Revised 7-24-15 CMR/TC**

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