



CityLAB USA Inc.
100 W Forest Ave, Unit K
Englewood, NJ 07631

Tel: (201) 569-5536
Fax: (201) 569-5539
E-Mail: contact@citylabusa.com
www.citylabusa.com

NEW ACCOUNT APPLICATION

IMPORTANT INSTRUCTIONS

1. Please fill out this form in its entirety and fax to **(201) 569-5539** or e-mail to **contact@citylabusa.com**.
2. If you operate **RETAIL** stores, you must take a digital photo of the store front with the name of the business clearly visible. At least one photo of the main area or multiple photos of larger or separated sections must also be taken. All photos should be sent to **contact@citylabusa.com**. **DO NOT FAX PHOTOS.**
3. Screen **PRINTERS** must submit photos of your designed apparel and invoices of other wholesale purchases. There is a 10 dozen minimum for the initial purchase.
4. After consideration, we will notify the applicant of approval within 1-3 business days.

ALL PHOTOS MUST BE SENT BY E-MAIL, any other documents may be scanned and e-mailed or faxed.

DATE: _____ / _____ / _____

*** Applicant Name:** _____
(Print)

*** Business Name:** _____

*** Business Address:** _____ **Shipping Address:** _____

*** Business Phone:** _____ *** Business EIN#:** _____
Fax: _____ *** Years in business:** _____ YRS _____ MOS

Daytime Phone: _____

E-Mail: _____

Website: _____

*** Retail Stores?** _____ **YES** _____ **NO**

*** If "NO," explain:** _____

*** Business Description:** _____
(Brief Summary) _____

(* Marked items are mandatory information, incomplete forms will not be accepted)

This application is intended only for approval to purchase items from CityLAB USA, Inc. We do not offer any net terms.

PURCHASING

You may come to our location and purchase on site. Cash, credit cards, debit only (Visa, MasterCard, and Discover). Shipping is done through UPS, no C.O.D. All shipping orders are done in prepayment, checks, or money orders by mail. **WE DO NOT SHIP TO RESIDENTIAL ADDRESSES.** Orders are shipped same day or next day in most cases. Credit card or electronic payment will expedite shipping. Customers may also use their own UPS accounts for freight charges; otherwise a shipping fee will be added to the purchase. Customers may arrange pick up of purchases through their own carriers, please provide us with details.