

# Section G

# General Information



## Corporate Headquarters:

9131 Bermudez Street  
Pico Rivera, California 90660  
Tel: (800) 927-3383  
(562) 949-2535  
Fax: (562) 949-3862  
E-mail: [info@reeveco.com](mailto:info@reeveco.com)  
Internet: [www.reeveco.com](http://www.reeveco.com)

## Customer Service at Corporate Headquarters:

**Frances Cote**, Distributor Service Rep. Ext. 204  
**William Garcia**, Customer Service Rep. Ext. 206  
**Jim Irvine**, Customer Service Rep. Ext. 207  
**Frank Machuca**, Customer Service Rep. Ext. 205

## Northern California Branch:

**Dawne Teske**, Branch Manager  
1033 Montague Avenue  
San Leandro, CA 94577  
Tel: (800) 421-4950  
(510) 483-4950  
Fax: (510) 483-9278

## Regional Sales Managers:

- **Alex J. Mangano**  
*Serving IA, IL, IN, MI, MN, NE, OH & WI*  
Tel: (847) 466-0615  
Fax: (847) 466-0864  
E-mail: [AlexMangano@reeveco.com](mailto:AlexMangano@reeveco.com)
- **Clayton Frohwein**  
*Serving California*  
1515 Rancho Lane  
Norco, California 92860-2326  
Tel: (909) 737-8371  
Cell: (909) 202-5650  
Fax: (909) 737-7001  
E-mail: [ClaytonFrohwein@reeveco.com](mailto:ClaytonFrohwein@reeveco.com)

## Regional Sales Managers:

- **George Harvey**  
*Serving CT, MA, ME, NH, NJ, NY, RI & VT*  
Tel: (908) 713-9110  
Fax: (908) 713-1695  
E-mail: [GeorgeHarvey@reeveco.com](mailto:GeorgeHarvey@reeveco.com)
- **Allen Morrow**  
*Serving AR, CO, KS, LA, MO, NM, OK & TX*  
4312 Vine Ridge Court  
Arlington, Texas 76017  
Tel: (817) 478-7770  
Fax: (817) 483-5571  
E-mail: [AllenMorrow@reeveco.com](mailto:AllenMorrow@reeveco.com)
- **Mitch Naden**  
*Serving AK, AZ, ID, MT, NV, OR, UT, WA & WY*  
Tel: (503) 856-1177  
Fax: (503) 856-1207  
E-mail: [MitchNaden@reeveco.com](mailto:MitchNaden@reeveco.com)
- **Stan Pudlak**  
*Serving DC, DE, KY, MD, PA, TN, VA & WV*  
RR6 Box 6713  
Saylorsburg, Pennsylvania 18353  
Tel: (570) 992-1152  
Fax: (570) 992-0942  
E-mail: [StanPudlak@reeveco.com](mailto:StanPudlak@reeveco.com)
- **John T. Seese**  
*Serving AL, FL, GA, MS, NC & SC*  
Tel: (704) 289-1025  
Fax: (704) 289-2073  
E-mail: [JohnSeese@reeveco.com](mailto:JohnSeese@reeveco.com)

## Where Can You Find Reeve Products?

Over the course of seventy years, **Reeve Store Equipment Co.** has worked with nearly every major American Retailer, essentially all of the Wood Store Fixture Manufacturers, plus many Fixture Distributors, Contractors, and Design Firms. Reeve ships product all throughout the United States and recently to such countries as Canada, Mexico, Indonesia, China, Guam, Poland, Chile, Argentina, and France.

### Reeve products can be found in the following retail stores:

Albertsons	Hallmark
Armani Emporium	Hastings Entertainment
Banana Republic	J.C. Penney
Bass Pro Shops	Kroger
Bed, Bath & Beyond	The Limited Stores, Inc.
Belks	Longs Drug
Big Dog Sportswear	May Department Stores
Carlton Cards	Miller's Outpost
The Children's Place	Neiman Marcus
Dillard's	Nordstrom
FAO Schwarz	Ralph Lauren/Polo
Faconable	Rite Aid
Federated Department Stores	Ron Jon Surf Shop
Foley's	Saks Fifth Avenue
Fossil	Sears
Fred Meyer	Things Remembered
Gap	Tommy Hilfiger
Gottschalk's	Victoria's Secret

and more!

## PAYMENT TERMS

- Prices subject to change without notice. All orders filled at lowest prevailing prices on day of order.
- No cash discounts allowed.
- Merchandise made special to order (custom) will be considered complete if within 100% to 110% of the quantity ordered.
- If order for merchandise made special to order (custom) is canceled after being released into production, customer will incur a fee for materials, labor, and tooling costs up to the point of cancellation.

## SHIPPING TERMS

- All shipments are FOB from Warehouse or Shipping Point. Published shipping weights are approximate.
- All merchandise will be shipped the least expensive way unless instructions are enclosed with order.
- All freight will be shipped freight collect or billed to a third party on the date the merchandise is accepted by the carrier's agent.
- Shipments will only be sent prepaid upon the approval of management.
- Claims for product shortages must be made within **5 DAYS** after receipt of goods, please provide date and number of invoice.
- For missing cartons or damaged goods, concealed or otherwise, claims should be filed immediately with carrier and notation of damage made on freight bill or express receipt. Although Reeve's responsibility for damage ceases when shipments are accepted by carrier's agent, they will extend to their customers every possible assistance in clearing up claims.

## RETURN OF GOODS

- **No goods accepted for return without prior authorization.**
- Goods made to order are not returnable.
- Returns for credit of stock merchandise must be made within **30 DAYS** from date of shipment. Date and number of billing invoice must accompany all returned goods. Freight charges are the responsibility of the customer.
- A charge of **20%** for handling will be made against credits for all stock merchandise returned.

## OPEN ACCOUNT

- Open account status will be granted on approved credit only. Upon approved credit, terms are **NET 30 DAYS** from date of invoice. Please complete the Application for Credit located in this section and return to Reeve Store Equipment Co.
- A hard or faxed copy purchased order is required on all orders. Purchase orders must at least include your company contact information, items to be purchased with quantities and prices (if quantities listed are less than a quoted amount, pricing will be subject to revision), FOB Reeve Store Equipment Co., shipping destination, and an authorized signature.
- Orders will not be released into production until a signed purchase order is received. Lead times will commence upon receipt of your purchase order.
- Applicant who signs Reeve Store Equipment Co.'s Application for Credit agrees to pay a reasonable attorney fee and all other costs and expenses incurred by Reeve Store Equipment Co. in the collection of an obligation of the signed applicant.
- All bills are due and payable to: **Reeve Store Equipment Co., P.O. Box 276, Pico Rivera, California 90660**
- Payment must be made in full to Reeve Store Equipment Co. in accordance with their invoices before or on the due date. Interest of **1½% per MONTH** is charged on overdue accounts.
- Minimum invoice billing is \$50.00. Send payment with orders for less than \$50.00.
- No cash discounts allowed.

## **BLANKET ORDER POLICY**

Properly used, blanket orders can be very effective. The customer is assured of a reliable supply of product, at a fixed price, over a given period of time. Whenever the customer needs the product they can just place an order, which will be shipped immediately. Blanket orders are available for open account customers only and may not exceed the customer's credit limit.

This is a win-win situation provided both parties understand their responsibilities. To facilitate this understanding we require a completed and signed purchase order containing the following:

- Estimated shipping schedule throughout the given period.
- The date of final shipment for any remaining balance.

Blanket orders are limited to a 120-day period (4 months) based on the date of order to final shipment.

If the customer does not use purchase orders, our sales order form containing the above information signed and dated by the customer may be substituted.

Annual or longer term blanket orders will be reviewed on an individual basis by the management of Reeve Store Equipment Co. who will determine any and all necessary storage fees and related charges.

## **RESALE CERTIFICATE REQUIREMENTS**

In order to avoid sales tax charges on purchases from Reeve Store Equipment Co., a customer who is reselling Reeve product must provide Reeve with a current and valid resale certificate.

In those cases when Reeve makes a shipment on behalf of its customers to any of the following states, the customer will be charged sales tax unless they have a current and valid resale certificate for that particular state. This is due to the fact that Reeve Store Equipment Co. has a "business nexus" in those states.

***California • New York • Pennsylvania • Minnesota • Texas • North Carolina***

Reeve Store Equipment Co. also has a "business nexus" in both New Jersey and Oregon; however, a separate resale certificate for those states is not required. Any valid and current resale certificate will suffice in order to avoid sales tax on shipments made to New Jersey by Reeve Store Equipment Co. on behalf of customers.

REEVE SALES REP.: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Firm Principals (Pres., V.P., etc.) \_\_\_\_\_

Purchasing Contact: \_\_\_\_\_ e-mail: \_\_\_\_\_

Accounting Contact: \_\_\_\_\_ e-mail: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Type of Business Entity     Corporation     Partnership     Sole Proprietor     Government

Years in Business: \_\_\_\_\_ Credit Line Requested: \$ \_\_\_\_\_

Is Order for Resale?     No     Yes    Resale Number \_\_\_\_\_ (signed resale card required)

Name of Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_ Tel: (     ) \_\_\_\_\_

Bank Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**REFERENCES:**

Name: \_\_\_\_\_ Tel: (     ) \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

Name: \_\_\_\_\_ Tel: (     ) \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

Name: \_\_\_\_\_ Tel: (     ) \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

Name: \_\_\_\_\_ Tel: (     ) \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

The above information is submitted by the undersigned for the purpose of obtaining credit. The undersigned expressly agrees to make payment in full to Reeve Store Equipment Co. in accordance with their invoice(s). Reeve Store Equipment Co.'s terms are NET 30 days from date of invoice. No cash discounts allowed. Past due accounts have a carrying charge of 1 1/2 % per month. All shipments are F.O.B. from Warehouse or Shipping Point. All bills are due and payable to Reeve Store Equipment Co., PO Box 276, Pico Rivera, CA 90660.

The undersigned further agrees to pay a reasonable attorney fee and all other costs and expenses incurred by Reeve Store Equipment Co. in the collection of an obligation of the undersigned.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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