



Capitol Q Restaurants LLC House Account Application and Payment Agreement

Application Process Notes:

- Please allow ten (10) business days to process your House Account application.
- Missing information may either cause a processing delay or rejection of application.
- Once your application has been processed, you will receive an email message with critical information and an electronic welcome packet.

Ordering and fee information:

- House Account usage is for catering orders only; House Account payments do not apply to items ordered off our in-store menu.
- To place orders:
 - Call and speak to a catering specialist at (301)927-6400
 - Order online at caterdmv.com
 - Email us at catering@caterdmv.com
- Suburban Deliveries: a standard 10% delivery fee on all delivery orders.
- Urban Deliveries: a standard 10% delivery fee on all delivery orders.
- Delivery fees are subject to change without prior notice.
- Delivery order minimum \$150.
- An auto gratuity is 7% of subtotal and can be adjusted up or down as per your discretion.
- An invoice will be emailed to order placer 2 hours prior to the due time of your catering event.

Payment terms:

- A statement will be mailed to the billing contact on the 8th of each month.
- Payment is due in full 30 days from date of order delivery.
- Applicant hereby authorizes Capitol Q Restaurants LLC to charge the credit card on file for all unpaid balances which have become 30 days past due. Capitol Q Restaurants LLC will notify client of past due balances prior to applying balance to credit card on file.

Authorized Users:

- Applicant is responsible for informing Capitol Q Restaurants LLC, should any user identified as an authorized user cease to have such authority. In connection with the, applicant agrees to all charges incurred on the account by authorized users listed on this account application or representatives/agents of the company.

Other terms of use:

- Capitol Q Restaurants LLC reserves the right to reduce credit limits or terminate House Account privileges in its sole discretion.
- Applicant is responsible for all costs and expenses of collection incurred by if applicant fails to pay any amounts when due.

- Use of your account constitutes acceptance of our credit terms.

For questions and/or inquiries, please contact:

Jessica Aguilar Catering Regional Manager jessica@caterdmv.com

Company Information (* required)

Company Name*:

Type of Entity*:

Contact Name & Title*:

(Contact Name is also primary authorized user)

Street Address*:

Suite/Floor:

City*

State*

Zip*

Phone*

Fax

Email*

Tax Exempt*: Y N (Attach Tax Exempt Certificate)

Additional Authorized Users

First & Last Name*

Phone*

Email address*

1.

2.

3.

4.

5.

Billing Information (*Required)

Billing Contact Name*:

Phone*:

Street Address*:

City*:

State*:

Zip*:

Purchase Order # required*: Y N

Email address for billing contact* (invoices & statements will be sent to this email address):

Credit Card Information

Card Holder Name:

☐ **Visa** ☐ **MC** ☐ **AMEX** ☐ **Discover**

Account Number: ____ - ____ -XXXX- ____ **Exp. Date:**

Please include the first 8 digits & last 4 digits of your credit card number. A Capitol Q Restaurants LLC representative will contact you for the remainder of your card details.

Applicant Authorizes Capitol Q Restaurants LLC to charge the credit card on file for all unpaid invoices which are over 30 days past due. Capitol Q Restaurants LLC will notify the client of past due charges prior to applying charges to the credit card on file.

Cardholder Signature _____

Trade References (please complete in its entirety)

- | | | |
|------------------|--|----------|
| 1. Company Name: | | |
| Contact Person: | | Phone #: |
| | | |
| 2. Company Name: | | |
| Contact Person: | | Phone #: |
| | | |
| 3. Company Name: | | |
| Contact Person: | | Phone #: |

I certify that all information provided in this application is true and correct to the best of my ability. I authorize Capitol Q Restaurants LLC to contact Trade References listed herein. On behalf of applicant company, I agree to the terms and conditions contained in this application.

Name and Title (please print) _____

Date: _____ **Bus. Phone #:** _____

Signature: _____