

# LOCAL PARTNERS PROGRAM

Through our Local Partners Program, Three Rivers Market establishes mutually-beneficial relationships with other non-profit organizations and small businesses in our area by providing access to organic and natural products. This include environmentally-safe cleaning supplies and non-perishable food products. Perishables and specialty products may be available for special events and emergencies.

If you are unable to meet the minimum order or delivery requirements of distributors, the Local Partners Program may be for you! We encourage you to compare prices and get the best deal you can.

## REQUIREMENTS

We require the following to establish an account with us:

1. A completed *Local Partners Program* Application, below.
2. A current city and/or county business license if applicable.
3. Your Tennessee Sale or Use Tax status with one of the following:
  - a) Tennessee Sales or Use Tax Blanket Certificate of Resale for small businesses that intend to resale items. (Businesses may also buy products they do not intend to resale. Sales tax will be applied to these purchases.)
  - b) Tennessee Department of Revenue Certificate of Exemption for non-profit organizationsOnce we have your information on file, you will also be able to purchase items in the store at regular store prices but not have sales tax charged.
4. Prompt pick up of your order. You must inspect your order when you pick it up to be sure it is what you need and meets your standards for quality. In general, we will not accept a return of product once it has left the store.
5. Prompt payment. Payments must be made with a business or organization check when the order is picked up. If you would like to request terms, please provide 3 credit references. If your check is returned due to insufficient funds, you will be charged a \$20 fee and your account will be suspended until we receive payment. If this occurs three times, we will no longer be able to do business with you.

All items must be ordered ahead of time and most must be purchased in case quantities. If you can meet these requirements, provide us with a list of products you are interested in. Please include brand names if possible. We will give you a product availability list with current prices and help you get started!

# APPLICATION

Date: \_\_\_\_\_

Is This Application For A Business Or A Non-Profit Organization? \_\_\_\_\_

Name Of Business Or Non-Profit Organization: \_\_\_\_\_

Years In Existence: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Contact Position/Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

*Please complete the following:*

- We have received and understand the requirements of the Three Rivers Market Local Partners Program.
- A current city and/or county business license is attached, if applicable.
- A Tennessee Sales or Use Tax Blanket Certificate of Resale or a Tennessee Department of Revenue Certificate of Exemption is attached.
- We agree to have our order promptly picked up, inspecting the order before leaving the store to ensure it is correct and meets our standards for quality. We understand that we cannot return the product once it has left the store.
- We agree to pay for our orders with a business or organization check when the order is picked up.
- We would like to request terms. 3 credit references are attached.
- A list of products we are interested in is attached.

Please bring your application to the Member & Customer Services Desk during store hours.

If you have any questions, feel free to write them below or contact Jacqueline Arthur, General Manager, at [j.arthur@threeriversmarket.coop](mailto:j.arthur@threeriversmarket.coop).