



## POLICIES

149 NORTH 8th STREET, BROOKLYN NY 11249  
76-01 77th AVENUE, GLENDALE NY 11385  
190 NASSAU AVE, BROOKLYN NY 11222

## PROCEDURES

TEL: 347-480-2470 TEL: 718-782-2700  
Email: [info@northsidebakery.com](mailto:info@northsidebakery.com)  
FAX: 718-782-7146

## OFFICE HOURS

### MONDAY TO FRIDAY

9:00AM - 5:00PM

### SATURDAY

9:00AM - 3:00PM

### SUNDAY

CLOSED

OFFICE IS CLOSED ON NEW YEAR'S DAY, MEMORIAL DAY, THANKSGIVING DAY AND CHRISTMAS DAY

## ORDERING

*call or text*

**347-480-2470**

*email*

**[info@northsidebakery.com](mailto:info@northsidebakery.com)**

BREAD PRODUCTS

**MONDAY TO SATURDAY**

9:00AM - 3:00PM

ALL OTHER PRODUCTS:

**MONDAY TO FRIDAY**

9:00AM - 3:00PM

PLEASE NOTE:

**MINIMUM ORDER IS \$30.00**

**ORDER CUT OFF TIME 3:00PM**

To place an order from Monday - Saturday you must call a day in advance.

To place an order for Sunday & Monday you must call on Saturday.

Please look for an order confirmation if you place your order by text or email.

Do not leave any orders by voicemail, as they will not be accepted.

THANK YOU FOR YOUR ORDER

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## CANCELLATION

Cancellations for next day delivery must be placed before 3:00PM Monday to Saturday.

A 24 hour cancellation notice is required for any special or large orders. Cancellations of the standing orders must be done during the office hours listed above. Your account will be charged the full amount if these rules are not followed.

## DELIVERY

We deliver seven days per week.

Tri State area and Pennsylvania deliveries are based on a 3rd party distributor route coverage.

If you experience a problem with your delivery (items missing or damaged) you should notify us within 24 hours from the delivery date. For quality problems or damaged products, please notify us via phone or email & keep the items in question on the side, so our driver can pick them up. Once we receive those items, we will issue any applicable credit to your account.

No credit will be issued after the 24 hour period.

## PAYMENTS, TERMS, AND CONDITIONS

### PAYMENT TERMS

Net 7 days from the date of invoice unless otherwise specified.

### TYPES OF PAYMENT



**WE ACCEPT: CREDIT CARD, CHECK, CASH ON DELIVERY, OR ACH**

We recommend payments made by check or credit card.  
Please see below for details.



### CREDIT CARD

Each Monday you will receive a statement indicating your open balance. If your account is set up for recurring credit card payments, the previous week's orders will be automatically charged every Tuesday.

### CHECK

Each Monday you will receive a statement indicating your open balance.  
Checks should be mailed to:  
**Northside Bakery Inc.**  
76-01 77th Avenue, Glendale NY 11385.  
Please make them payable to:  
**Northside Bakery Inc.**

### CASH ON DELIVERY

If you wish to pay by cash on delivery, someone must be present to accept the order and pay cash for the full amount of the invoice.  
If you can not have someone present, we recommend paying by credit card or check.

### FINANCE CHARGE

A Finance charge based on the Company's past due balance will be imposed on the outstanding amounts that remain unpaid after thirty (30) days from the date of the original invoice. The applicable annual percentage rate shall be the maximum permitted by the State's law.

### DEFAULT AND COLLECTION COSTS

Failure to make payment when due will put your account in default. Northside Bakery Inc. may then demand immediate payment of the entire amount owed under this agreement. Northside Bakery Inc. may also refer your account to a collections agency and/or an attorney. Reasonable collection costs and/or attorney fees will be charged to your account.

## RETURNED CHECKS AND SALE OF BUSINESS

The undersigned hereof individually, and not in any representative capacity, shall be responsible for all checks returned unpaid to Northside Bakery Inc. Likewise, the undersigned agrees to personally inform Northside Bakery Inc. of any change in ownership of Company and shall become personally responsible for any deliveries made to the new owner prior to Northside Bakery Inc. receiving said notice by registered mail, and until credit has been approved to the new owner of the Company.

## DELIVERY AUTHORIZATION

Please sign the paragraph below:

I, \_\_\_\_\_, authorize Northside Bakery Inc. to deliver product to the delivery address given on the Credit Application. I agree that no signature is required for delivery receipt. I understand that, if we are instructing the order to be left outdoors, Northside Bakery Inc. will not assume responsibility for the condition of the product received, and that loss due to theft or damage due to any environmental causes is not the responsibility of Northside Bakery Inc.

**I FULLY UNDERSTAND AND WILL ABIDE BY THE NORTHSIDE BAKERY POLICIES AND PROCEDURES**

SIGNATURE

DATE