

# CUSTOMER REGISTRATION FORM

**B2B Coffee Products**

**The Heritage Hill Limited Partnership**

**Customer ID:** \_\_\_\_

**Registration Date:** / \_ /

**Sales Representative:** \_\_\_\_

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## 1. COMPANY INFORMATION

**Registered Company Name:**

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**Trading / Business Name:**

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**Company Registration / Tax ID No.:**

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**VAT Registration No. (if applicable):**

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**Country:** \_\_\_\_\_

**Registered Address:**

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**Business Address:**

☐ Same as Registered Address

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**Website:** \_\_\_\_\_

**Social Media / Online Store:**

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## 2. BUSINESS TYPE

Please select the category that best describes your business.

- ☐ Coffee Shop / Café
- ☐ Restaurant
- ☐ Hotel / Resort
- ☐ Bakery
- ☐ Retail Store
- ☐ Supermarket / Specialty Store
- ☐ Distributor
- ☐ Dealer / Reseller
- ☐ Wholesaler
- ☐ Online Retailer / E-Commerce
- ☐ Corporate / Office
- ☐ Catering / Food Service
- ☐ Importer
- ☐ Exporter
- ☐ OEM / Private Label Customer
- ☐ Other: \_\_\_\_\_

**Number of Branches / Outlets:** \_\_\_\_\_

**Years in Business:** \_\_\_\_\_

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## 3. CONTACT INFORMATION

### Primary Contact Person

**Name:** \_\_\_\_\_

**Position / Department:** \_\_\_\_\_

**Telephone / Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**LINE / WhatsApp / WeChat:** \_\_\_\_\_

### Purchasing Contact

☐ Same as Primary Contact

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Accounting / Payment Contact**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

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## **4. PRODUCT INTEREST**

Please select the products you are interested in.

### **Roasted Coffee Beans**

- ☐ Single Origin Coffee
- ☐ Coffee Blend
- ☐ Flavored / Infused Coffee
- ☐ Espresso Blend
- ☐ Filter Coffee
- ☐ Custom Roast Profile

### **Coffee Capsules**

- ☐ Nespresso Compatible Capsules
- ☐ Dolce Gusto Compatible Capsules
- ☐ Standard Packaging
- ☐ Private Label / Custom Packaging

### **Cold Brew Coffee**

- ☐ Cold Brew Concentrate
- ☐ Ready-to-Drink Cold Brew
- ☐ Cold Brew Coffee Bags
- ☐ Private Label / OEM

### **Other Products**

- ☐ Matcha / Green Tea
  - ☐ Bakery Products
  - ☐ Other: \_\_\_\_\_
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## 5. COFFEE REQUIREMENTS

### Preferred Roast Level:

- ☐ Light Roast
- ☐ Light-Medium Roast
- ☐ Medium Roast
- ☐ Medium-Dark Roast
- ☐ Dark Roast
- ☐ Customized Roast Profile

### Preferred Coffee Origin:

- ☐ Thailand
- ☐ Brazil
- ☐ Colombia
- ☐ Ethiopia
- ☐ Rwanda
- ☐ Other: \_\_\_\_\_
- ☐ No Preference

### Preferred Flavor Profile / Tasting Notes:

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### Preferred Package Size:

- ☐ 100 g
- ☐ 200 g
- ☐ 250 g
- ☐ 500 g
- ☐ 1 kg
- ☐ Other: \_\_\_\_\_

### Coffee Format:

- ☐ Whole Bean
- ☐ Ground Coffee

If ground coffee is required:

- ☐ Espresso
- ☐ Moka Pot
- ☐ Pour Over
- ☐ Drip Machine
- ☐ French Press
- ☐ Cold Brew
- ☐ Other: \_\_\_\_\_

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## 6. ESTIMATED PURCHASE VOLUME

**Estimated Quantity per Order:**

\_\_\_\_\_ kg / bags / boxes / capsules

**Estimated Monthly Purchase Volume:**

\_\_\_\_\_ kg / bags / boxes / capsules

**Expected Order Frequency:**

- ☐ Weekly
- ☐ Every 2 Weeks
- ☐ Monthly
- ☐ Every 2–3 Months
- ☐ Project-Based
- ☐ Other: \_\_\_\_\_

**Expected First Order Date:**

\_\_ / \_\_ / \_\_\_\_\_

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## 7. SALES CHANNEL

Where will our products be sold or used?

- ☐ Café / Restaurant
- ☐ Hotel / Hospitality
- ☐ Retail Store
- ☐ Online Store
- ☐ Marketplace
- ☐ Distributor Network
- ☐ Corporate Use
- ☐ Export Market
- ☐ Private Label Brand
- ☐ Other: \_\_\_\_\_

**Main Market / Territory:**

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For distributors / dealers:

**Requested Sales Territory:**

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**Estimated Number of Customers / Outlets:**

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## 8. DELIVERY INFORMATION

**Delivery Contact Person:**

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**Delivery Address:**

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**City / Province / State:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Preferred Delivery Method:**

- ☐ Company Delivery
- ☐ Courier / Parcel Service
- ☐ Freight / Logistics Company
- ☐ Customer Pickup
- ☐ Customer-Appointed Shipping Agent
- ☐ Export Cargo Agent
- ☐ Other: \_\_\_\_\_

**Preferred Delivery Days / Hours:**

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## 9. BILLING INFORMATION

**Billing Name / Company Name:**

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**Billing Address:**

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**Tax ID / Company Registration No.:**

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**Email for Invoice / Billing Documents:**

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**Required Documents:**

- ☐ Quotation
  - ☐ Invoice
  - ☐ Tax Invoice
  - ☐ Receipt
  - ☐ Packing List
  - ☐ Certificate of Analysis (COA)
  - ☐ Product Specification
  - ☐ Certificate of Origin
  - ☐ Other: \_\_\_\_\_
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## **10. PAYMENT INFORMATION**

**Preferred Payment Method:**

- ☐ Bank Transfer
- ☐ Cash
- ☐ Credit / Debit Card
- ☐ International Bank Transfer
- ☐ Other: \_\_\_\_\_

**Requested Payment Terms:**

- ☐ Payment Before Production
- ☐ 100% Before Shipment
- ☐ Deposit + Balance Before Shipment
- ☐ Cash on Delivery
- ☐ Credit Terms Requested
- ☐ Other: \_\_\_\_\_

If credit terms are requested:

**Requested Credit Period:**

- ☐ 7 Days
- ☐ 15 Days
- ☐ 30 Days
- ☐ Other: \_\_\_\_ Days

**Requested Credit Limit:**

\_\_\_\_ THB / USD / Other: \_\_\_\_\_

*Credit terms are subject to company review and approval.*

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## 11. OEM / PRIVATE LABEL INFORMATION

*Complete this section only if applicable.*

- ☐ OEM
- ☐ ODM
- ☐ Private Label
- ☐ Customized Packaging
- ☐ Customized Coffee Blend
- ☐ Customized Roast Profile

**Brand Name:**

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**Product Description:**

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**Estimated Order Quantity:**

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**Target Selling Market / Country:**

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**Required Launch Date:**

\_ / \_ / \_\_\_\_

**Special Requirements:**

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## 12. EXPORT CUSTOMER INFORMATION

*Complete this section for international customers.*

**Destination Country:** \_\_\_\_

**Port / Airport / Destination City:**

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**Incoterms (if applicable):**

- ☐ EXW
- ☐ FCA
- ☐ FOB
- ☐ CIF
- ☐ Other: \_\_\_\_\_

**Freight Arrangement:**

- ☐ Buyer-Appointed Freight Forwarder
- ☐ Buyer-Appointed Cargo Agent in Thailand
- ☐ To Be Discussed

**Shipping Agent / Freight Forwarder:**

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**Contact Person:** \_\_\_\_\_

**Telephone / WhatsApp:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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### **13. REQUIRED COMPANY DOCUMENTS**

Please provide the following documents where applicable:

- ☐ Company Registration Certificate
- ☐ Tax Registration Certificate
- ☐ VAT Registration Certificate
- ☐ Copy of Authorized Signatory's ID / Passport
- ☐ Company Address / Branch Information
- ☐ Purchase Order Information
- ☐ Shipping / Cargo Agent Information
- ☐ Other: \_\_\_\_\_

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### **14. ADDITIONAL INFORMATION / SPECIAL REQUESTS**

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## 15. CUSTOMER DECLARATION

I / We certify that the information provided in this Customer Registration Form is true and correct to the best of my / our knowledge.

I / We acknowledge that product prices, minimum order quantities (MOQ), payment terms, production lead times, shipping terms, and credit terms are subject to confirmation and approval by The Heritage Hill Limited Partnership.

**Authorized Person's Name:**

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**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_ / \_ / \_\_\_\_\_

**Company Stamp (if applicable):**

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## FOR COMPANY USE ONLY

**Customer Classification:**

- ☐ Retail B2B
- ☐ Café / HoReCa
- ☐ Dealer / Reseller
- ☐ Distributor
- ☐ Export Customer
- ☐ OEM / ODM
- ☐ Key Account
- ☐ Other: \_\_\_\_\_

**Customer Code:** \_\_\_\_\_

**Price Tier:** \_\_\_\_\_

**Approved Discount:** \_\_\_\_\_ %

**Minimum Order Quantity (MOQ):** \_\_\_\_\_

**Payment Terms:** \_\_\_\_\_

**Credit Limit:** \_\_\_\_\_

**Credit Period:** \_\_\_\_\_

**Assigned Sales Representative:**

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**Approved By:** \_\_\_\_\_

**Approval Date:** \_ / \_ / \_\_\_\_\_

**Remarks:**

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