



## Registration of Tax Exempt Status

Thank you for registering your Tax Identification Number with The Shadow Chef in order to receive a waiver for all taxes. Not For Profit (501c(3)) organizations with Tax Exempt Status are eligible for this waiver.

Additionally, all not for profits that are registered with The Shadow Chef will also receive a Business Member Account.

There are many benefits to having a Business Member Account. They include:

- Frequent product specials reserved for Business Member Accounts
- Product Bundles specially created for office, meeting and conference events
- Express Order Placement
- Preferred delivery arrangements
- Preferred billing and payment methods for accounts in good standing for over 6 months

An organization may allow many employees to place orders on their behalf. In this case, it is recommended that you create a Contact Account for each person. These Contact Accounts will each have access to the discounts and benefits assigned to the company but will be unable to share information. This is particularly helpful if the company/organization has many different people or departments with different ordering habits and billing or delivery information. The main contact on the Business Account may add additional Contact Accounts at any time.

After the Business Member Account has been approved, the Main Contact will be emailed usernames and unique passwords for each Contact Account to use on [www.theShadowChef.com](http://www.theShadowChef.com). The individual Contact Accounts, if applicable, will also be emailed their individual username and password. All passwords should be changed upon logging into the Account for the first time. Log into the system before you begin to build an order because Business Member pricing, specials and product bundles will automatically be displayed.

If the organization has already opened an account before applying for a Business Member Account we will consolidate your order history, payment information and delivery details into the account that we assign to you.

After your Tax Exempt Status has been verified and the Business Member Account has been approved, the Main Contact will be emailed usernames and unique passwords for each Contact Account to use on [www.theShadowChef.com](http://www.theShadowChef.com). The individual Contact Accounts, if applicable, will also be emailed their individual username and password. All

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[billing@theShadowChef.com](mailto:billing@theShadowChef.com) [www.theShadowChef.com](http://www.theShadowChef.com)



passwords should be changed upon logging into the Account for the first time. Log into the system before you begin to build an order because Business Member pricing, specials and product bundles and your tax exemption will automatically be displayed.

We hope that having a Business Member Account will make your experience working with us convenient and easy. If you have any suggestions as to how we can better serve you, please let us know.

We look forward to serving all your gourmet meal needs,

*The Shadow Chef Team*



Section A

**General Contact Information**

Organization Name \_\_\_\_\_

Tax ID Number \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Website \_\_\_\_\_

Secondary Site Address, if applicable  
\_\_\_\_\_  
\_\_\_\_\_

Secondary Phone Number \_\_\_\_\_

Secondary Fax Number \_\_\_\_\_



**Executive Director**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

**Director of Finance**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

**President of the Board of Directors**

Name \_\_\_\_\_

Business Affiliation \_\_\_\_\_



Section B

*Does the company already have an account with [www.theShadowChef.com](http://www.theShadowChef.com). If not, skip to Section C.*

**Existing Account Information**

If the organization already has an account or you wish to switch an existing account to a Business Member Account, please provide the following information. The existing account will be deleted. All Order History, Delivery Address & Instructions and Billing Information (if you instructed the system to save it) will be copied to the new Business Member Account. Please note that this information will also be copied into each Contact Account.

What is the login information of your existing account?

Username \_\_\_\_\_

Password \_\_\_\_\_



Section C

**New Account  
Main Contact**

The following information will be used when we create a Business Member Account with unique credentials for your company for use on [www.theShadowChef.com](http://www.theShadowChef.com).

The Main Contact is the primary contact for administrative communications that The Shadow Chef may send regarding this account. The Main Contact is also the only party authorized to create new Contact Accounts in the future.

**Main Contact Information:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Email (this will also be used as the user name)

\_\_\_\_\_

Direct Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

*This Account will be assigned a password. Please change the password as soon as possible.*



Section D

**New Account  
Additional Contact Accounts**

An organization may allow many employees to place orders on their behalf. In this case, it is recommended that you create a Contact Account for each person. These Contact Accounts will each have access to the discounts and benefits assigned to the company but will be unable to share information, such as Order History and Billing Information. The Main Contact on the Business Account may add additional Contact Accounts at any time.

Please complete Section D for each person that you would like to have access to your Business Member Account.

**Account Contact Information:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Email (this will also be used as the account user name)

\_\_\_\_\_

Direct Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

*This Account will be assigned a password. Please change the password as soon as possible..*

**Please fax this completed application to The Shadow Chef office.**

**Thank You.**