



# Account Application

**AFCO Distribution**  
11016 E. Montgomery Dr. Ste. 101  
Spokane Valley, WA 99206  
Ph: (509) 455-7471

Thank you for taking the time to complete this information about you and your company. Upon completion, fax this application to 509-455-5635, scan and email to [afco@afcodistribution.com](mailto:afco@afcodistribution.com), or mail it to us.

Bill To Address			Delivery Address		
Company Name			Company Name		
Address			Address		
City	State	Zip Code	City	State	Zip Code
Contact Person		Phone	Contact Person		Phone
Interested in: Will Call? <input type="checkbox"/> Delivery? <input type="checkbox"/>					
Is the store accessible to semi-trucks for delivery?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is there a forklift on-site?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Loading dock available?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Delivery Hours: _____					

Business Information				
Type of Business:	<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual Owner	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____
Officers/Principals/Owners:				
Name	Title	Home Address	City/State/Zip	S.S.N.
Name	Title	Home Address	City/State/Zip	S.S.N.
_____			_____	
Years in Business			Tax Exempt Number (Attach copy of certificate if applicable)	

Bank Information		
Bank Name	Officer or Contact	
Address	Phone	Account #

Trade References (Provide at least 2)			
Company Name	City/State	Phone	Fax
Company Name	City/State	Phone	Fax
Company Name	City/State	Phone	Fax

Contact Information		
Order/Delivery Contact	Email	
Accounts Payable Contact	Email	Fax
How would you like to receive your invoices?	<input type="checkbox"/> Email <input type="checkbox"/> Fax	
How would you like to receive your statements?	<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mailed	

**CREDIT POLICY AND TERMS**

Our general policy for new accounts is COD (Collection On Delivery) status for 6 months. If credit is desired after the 6 month period, a request must be made through our Accounts Receivable department. If approved, you will be notified in writing. Our credit terms of payment are NET 20 days. Payment is due to us 20 days from invoice date. (Not statement date or end of month). Any invoices unpaid past the due date will be charged a late fee of 18% per annum.

Applicant warrants that the enclosed information has been voluntarily provided and is true. Applicant authorizes AFCO Distribution to investigate its references, statements, credit bureau reports, financial responsibility, or any other information, and to report to others such information and its credit history with Applicant. Applicant authorizes any bank or other grantor of credit to release and/or provide AFCO Distribution information regarding its checking, savings, loan accounts, financial responsibility and indebtedness. Applicant hereby consents to and authorizes the use of a consumer credit report on the undersigned by the above named business credit grantor, from time to time as may be needed, in the credit evaluation process.

Applicant agrees to promptly pay for all purchases it makes, and purchases made by others allowed to use the account, in accordance with the above terms. If Applicant fails to make payments when due, Applicant shall pay costs and expenses of collection that AFCO Distribution incurs, including reasonable attorney's fees.

All amounts due to AFCO Distribution are payable in accordance with the payments terms granted by AFCO Distribution credit department from which the goods and services are delivered. Payments are not considered made until received by AFCO Distribution. If any amount due to AFCO Distribution is not made in accordance with such payment terms, a Finance Charge shall be added to the sum due.

Should credit availability be granted by AFCO Distribution, all decisions with respect to the extension and/or continuation shall be at the sole discretion of AFCO Distribution. AFCO Distribution reserves the right to limit and/or terminate any credit availability at any time, in its sole discretion.

This agreement is made in accordance with and shall be governed by the laws of the State of Washington. If any action or any other proceeding shall be brought on or in connection with the Agreement, venue of such action shall be in Spokane County, Washington. Washington State law prohibits discrimination in credit transactions because of race, creed, color, national origin, sex, or marital status.

I have read the terms and conditions of this Agreement, and agree to be bound by the same.

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Applicant	Title	Signature	Date
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**PERSONAL GUARANTEE**

The undersigned hereby unconditionally personally guarantees the payment of any and all obligations of the business to AFCO Distribution, including all interest, collection costs and attorney's fees incurred by AFCO Distribution in enforcing its rights under this agreement, and any and all unpaid indebtedness already extended to the business or its predecessors. This guarantee shall be a continuing and irrevocable guaranty and indemnity for all indebtedness of the business. I hereby waive notice of default, non-payment and notice thereof and consent to any modification of renewal of the credit agreement or indebtedness hereby guaranteed.

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Name(Printed)	Signature	Date
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## Dealer Terms

*“Creating Profitable Partnerships with our  
Independent Customers”*

**11016 E Montgomery Dr  
Spokane Valley, WA 99206**

**Phone: 509-455-7471**

**Fax: 509-455-5635**

**Toll Free: 800-538-8700**

**E-mail: [afco@afcodistribution.com](mailto:afco@afcodistribution.com)**

**Visit our Online Catalog  
[www.afcodistribution.com](http://www.afcodistribution.com)**

## **Re-sale Requirement**

AFCO Distribution sells to established retail businesses with regular hours of business posted. We reserve the right to deny service to anyone not having a retail location. There is a minimum purchase requirement of \$500.00 per month to maintain pricing and terms.

## **How to Apply**

Obtain an application by visiting our website at [www.afcodistribution.com](http://www.afcodistribution.com) or by contacting our office at 509-455-7471 or Toll Free 800-538-8700. Once your application is submitted it will be reviewed for approval and you will be notified upon account set up with your delivery and ordering information. Please expect 5-7 days for review.

## **Hours of Operation**

Our office and warehouse are open for business Monday through Friday from 8:00A.M. until 4:30P.M.

## **Ordering**

Orders may be placed via telephone, fax or online. We request that Will Call orders are made at least 24 hours in advance of pick up at our location. Scheduled route orders need to be placed no later than 2:00P.M. on your scheduled order day (depending on delivery route). You will be notified of your order and delivery schedule upon account set-up. Unfortunately, due to scheduling and week-to-week changes in route composition, we cannot guarantee timely service of orders placed after these guidelines.

Order confirmations and invoices via e-mail or fax are available upon request.

## **Delivery**

Delivery service is available within our designated delivery areas (Call for delivery schedules and availability in your area). Not all of our trucks are equipped with a lift gate. In the event that you do not have a forklift for unloading freight, hand unloading may be required. We ask that adequate help and equipment be available to facilitate unloading time. Delivery charges (when applicable) will be billed at the prevailing delivery rate or \$60.00 per hour whichever is more.

## **Delivery Minimums**

### **(Within designated delivery areas)**

Prepaid freight is available to any account within our **designated** delivery area that meet their monetary minimum. A below minimum order charge of \$50.00 will be applied to any order not meeting the required order minimum of \$500.00.

Every order placed is subject to an order handling surcharge of \$17.00. One charge will apply per week, per delivery location.

## **Credits & Returns**

Be sure to **inspect your goods** carefully upon delivery. Any discrepancies must be reported within 24 hours of delivery. All product returns must be pre-authorized with our office so a credit/pick up ticket may be issued. Credit will only be issued on products within warranty guidelines or if product is in sellable condition (no pricing stickers, labels, tape, markings of any kind). Products not in sellable condition are not returnable for any reason other than warranty. Once the product has been returned to our warehouse we will issue a credit invoice on your account to be used with your next payment. Please do not change invoice totals at the time of delivery/pickup. Deductions may only be made for any shortage or damage on current shipment. A **restocking fee of 25%** may apply to returned products.

## **Credit Policy**

**All new accounts will be Cash on Delivery (COD) for the first 6 months.** We accept cash or check as methods of payment. After 6 months of payment history accounts may apply for credit terms of Net 20 days. Upon approval you will be notified in writing. Payment will then be due to us 20 days from the date of the invoice (not from date of statement or end of month). Any invoices unpaid past their due date will be charged a late fee of 18% per annum. Non-Sufficient Fund (NSF) checks will be assessed a \$40.00 fee. Accounts will be required to pay cash or cashier check in the event we receive an NSF check.

## **Pallet Return Policy**

Our goal is to provide our customers with the best products and services at the lowest possible price. In order to do this we ask that you return any pallets and cardboard slip sheets that are delivered to you. While we don't charge for these, you will see them itemized on your invoice so you can return the correct number.

*Thank you for choosing AFCO Distribution  
~The AFCO Team~*