



# 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

## Billing Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

## Delivery Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Interested in: Will Call? \_\_\_\_\_ Delivery? \_\_\_\_\_

Is the store accessible to semi-trucks for delivery?  Yes  No

Is there a forklift on-site?  Yes  No Loading dock available?  Yes  No Delivery Hours: \_\_\_\_\_

## Business Information

Type of Business:  Corporation  Individual Owner  Partnership  Other \_\_\_\_\_

### Officers/Principals/Owners:

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Contact Information

Order/Delivery Contact \_\_\_\_\_ Email \_\_\_\_\_

Accounts Payable Contact \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

How would you like to receive your invoices?  Email  Fax

How would you like to receive your statements?  Email  Fax  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 (Physical signature required)	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 (Physical signature required)	Date
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## Dealer Terms

*“Providing Quality Products and the Best Services  
to Retailers of the Northwest”*

**11016 East Montgomery Dr. Ste. 101**

**Spokane Valley, WA 99206**

**Phone: 509-455-7471**

**Fax: 509-455-5635**

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

**E-mail: [afc@afcodistribution.com](mailto:afc@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 \$1,200 per month to maintain pricing and terms.

## **How to Apply**

Obtain an application by visiting our website, [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.

## **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, online or emailed directly to [orders@afcodistribution.com](mailto:orders@afcodistribution.com). 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 by 2:00p.m. (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 will be billed at the prevailing delivery rate or \$60.00 per hour whichever is more.

## **Will Call Customers**

**Per \*\* WASHINGTON STATE LAW-RCW 46.61.655\*\* All “Will Call” orders must be secured prior to leaving the loading area.**

WASHINGTON STATE LAW-RCW 46.61.655

(7)(a)(i) A person is guilty of failure to secure a load in the first degree if he or she, with criminal negligence, fails to secure a load or part of a load to his or her vehicle in compliance with subsection (1), (2), or (3) of this section and causes substantial bodily harm to another.

- (ii) Failure to secure a load in the first degree is a gross misdemeanor.
- (b)(i) A person is guilty of failure to secure a load in the second degree if he or she, with criminal negligence, fails to secure a load or part of a load to his or her vehicle in compliance with subsection (1) or (2) of this section and causes damage to property of another.
- (ii) Failure to secure a load in the second degree is a misdemeanor.
- (c) A person who fails to secure a load or part of a load to his or her vehicle in compliance with subsection (1), (2), or (3) of this section is guilty of an infraction if such failure does not amount to a violation of (a) or (b) of this subsection

## **Freight Charges**

**(Freight charges are added to deliveries outside our normal business operations)**

Prepaid freight applies to all “in good standing” accounts within our **designated** delivery area and meet their monetary minimum<sup>1</sup>. A below minimum charge will be applied to all orders not meeting our monetary minimum for prepaid freight. Applicable charges (freight charges) will be factored on any item(s) that are not part of our current product offering.

Orders consisting of only freight-able items are subject to a 2000 pound minimum or will be charged a flat pallet rate if less than 2000 pounds. Fully freight-able orders weighing over 2000 pounds will be charged accordingly to their delivery address.

Each weekly order is subject to a \$600 minimum. Otherwise, the below order minimum fee of \$75.00 will be applied.

Every order placed is subject to an order handling fee of \$23.00.

<sup>1</sup>Monetary minimums are established upon application approval.

<sup>2</sup>Freight quotes are factored at time of request and based upon ship-to address.

## **Credits & Returns**

**All 3<sup>rd</sup> party shipments must have damage notated on the Bill of Lading (BOL) at time of delivery. A copy of the BOL must accompany any request of 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 and Payment Method**

**All new accounts will be Cash on Delivery (COD) for the first 6 months.** After 6 months of payment history accounts may apply for credit terms of Net 20 days. 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. We accept cash, check and ACH bank draft payments with no additional fee. If you prefer to pay by credit or debit card, an additional 3% service charge will be added to each invoice. 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~*