



539 N. Belvedere Dr.  
Gallatin, TN 37066  
Phone: (615) 206-3500  
Fax: (615) 922-6958

### CREDIT APPLICATION

Federal Tax ID # \_\_\_\_\_

Credit Limit Requested: \$ \_\_\_\_\_

Business Name: \_\_\_\_\_

Bill To: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ A/P Contact & Email: \_\_\_\_\_

Would you prefer to have invoices faxed or emailed?  Fax to above #  Email to above address

Ship To: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact & Email: \_\_\_\_\_

Year Established: \_\_\_\_\_  Corporation  Partnership  Proprietorship  LLC

#### Partners or Officers

Name	Title	Home Address	City	State	Telephone
1. _____					
2. _____					

#### Bank Reference

Name	Address	City	State	Telephone	Fax	Acct #
_____	_____	_____	_____	_____	_____	_____

#### Trade References

Name	Acct #	Email	Fax
1. _____			
2. _____			
3. _____			

\*\*\*PLEASE FAX THE 3 FOLLOWING ITEMS TO (615) 922-6958 IN ORDER TO BE PROCESSED:

1. SIGNED CREDIT APPLICATION
2. SIGNED TERMS & CONDITIONS (BOTH PAGES)
3. COPY OF YOUR STATE-ISSUED CERTIFICATE OF RESALE (INDICATING SALES TAX EXEMPTION ON PURCHASES)

Signature of Officer or Principal: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Alliance Distribution Partners does not sell to end users. Consequently, a Blanket Certificate of Resale must accompany this application. This application must be signed by an officer or principal of the company in order to be processed. By your signature on this form, you grant us permission to verify the information with the references listed. Additionally, this acknowledges acceptance of Alliance's TERMS AND CONDITIONS attached to this form.

### **General Conditions**

Prices are subject to change without notice and cannot be guaranteed. Orders will be billed at prices in effect at the time order was received. The shipment of orders is subject to approval by our Credit Department.

### **Payment Terms**

Alliance Distribution Partners reserves the right to refuse to sell to any persons or firms. We are pleased to offer qualified customers an appropriate line of credit after formal approval of their application. Payment terms for customers with an open line of credit are 1% 10, Net 30 days from date of invoice. Credit cards can also be used to purchase products from Alliance Distribution Partners. We accept Visa, Mastercard, Discover and American Express. Credit cards cannot be used to pay off balances on open lines of credit with the company.

Alliance Distribution Partners reserves the right to extend or withhold lines of open account credit to any company based on record of trade payments, financial condition, amount of credit needed, etc. Alliance Distribution Partners may also require personal guarantees and/or other security interests in the credit review process. Inquiries about credit requirements should be addressed to: ADP Credit Department, 539 N. Belvedere Drive, Gallatin, TN 37066.

### **Past Due Accounts**

Open account privileges may be suspended if invoices for any month are not paid when due within published terms, and subsequent orders may be held until the account balance is reduced to a current status. Unusual cases of adjustment or dispute will be given individual consideration and handled accordingly. Interest at the rate of 1 ½% per month or 18% per year may be charged on any past due balance and shall be paid by customer. Reasonable attorney's fees and other collection costs will be added to collection claims. A service charge of \$50 will be assessed on any returned check.

### **Freight Policy**

All orders are F.O.B. shipping point, with freight prepaid and added to the customer's invoice. Freight reduction opportunities are available in certain areas of operation; please contact your local sales representative for more information.

### **Fuel Surcharge**

In addition to the freight policy above, Alliance Distribution Partners reserves the right to adjust charges due to carrier fuel surcharges and other fees.

### **Return Policy**

Our Customer Service Department works closely with clients to make these transactions as easy as possible. Contact our Customer Service team within 30 days of your purchase at (615) 206-3500 for the prompt handling of your merchandise returns.

I agree to these terms & conditions: \_\_\_\_\_ (Officer or Principal of Company)

\*\*Please fax both signed pages to: (615) 922-6958

### Obtaining a Return Authorization Number

Prior to any return, these three steps will ensure a smooth process. These essential steps pertain to any and all returns.

- 1) You **MUST** call our Customer Service Department for approval at the phone number listed above. Please have the following information available:
  - a) Your account number
  - b) The invoice number
  - c) Quantity to be returned
  - d) Manufacturer part number
  - e) Reason for the return
  
- 2) Customer Service will issue you a Return Authorization (RA) number
  
- 3) Customer Service will issue you shipping instructions. Please write your RA number on your shipping label and affix to shipping carton. In the case of multiple cartons, write your name on EACH shipping label, AND indicate number of cartons, for example 1/3, 2/3, 3/3. If the shipping carton is the original manufacturer packaging, **DO NOT** write the shipping address or RA numbers directly on packaging as the product must be in resalable condition, with no defacing, to receive credit.

### Merchandise Credits

To receive credit, the merchandise must be in its original package and be in resalable condition. Products that do not meet these criteria will be returned to the customer and no credit will be issued.

Return requests must be approved, processed, and returned to our distribution center within 30 days of the original invoice date. There will be no restocking fee for items returned within the approved timeline. Returned items received outside of the 30-day return window will not be issued credit and will be sent back to the customer. Non-stocks, discontinued, and special order items will not be available for returns. Customers will be issued credits to their account upon receipt and verification of the condition of product at our warehouse.

### Warranty Policy

Alliance Distribution Partners will support the warranties from our suppliers and will execute their applicable written warranty policy. These warranties generally cover replacement of defective product that is returned. Regardless of the manufacturer's policy we cannot provide credit for warranty issues that were not purchased from Alliance Distribution Partners, LLC

I agree to these terms & conditions: \_\_\_\_\_ (Officer or Principal of Company)

\*\*Please fax both signed pages to: (615) 922-6958