



P.O. Box 11670  
Philadelphia, PA 19116  
T 215.KITCHEN  
F 215.745.4575  
info@aaadistributor.com  
www.aaadistributor.com

# WELCOME TO AAA DISTRIBUTOR™

## ORDERING

1. To place an order, fax an *Order Form* or *Purchase Order* to 215-745-4575.
2. After we receive your order, it will be processed and we will fax back an *Order Confirmation*.  
**Note:** If the *Order Confirmation* is not correct, fax back the corrections immediately.  
(After 24 hours, changes to an order will be subject to a 20% re-stocking fee)  
**Note:** If you did not receive an *Order Confirmation* within 24 business hours, please fax your order again with the words "DO NOT DUPLICATE".
3. Once the order is ready, you will receive a *Delivery Notification* with details.

## PAYMENT OPTIONS

1. PRE-PAY  
You have the option to pay upfront with cash, check, or credit card\*. If you pay with a check, expect a 10-day clearance before delivery.
  2. COLLECT ON DELIVERY (COD)  
To have the option of paying COD, you will need to fill out the *COD Application*.  
When items are delivered, you are responsible to pay the driver with cash or certified check.
  3. TERMS  
If you qualify, you can have the option to Net 30 terms. Apply by filling out the *Credit Application* and allow two weeks for processing. Cash, check, or credit card\* is accepted upon payment date.
- \*CREDIT CARD NOTICE: A 5% processing fee will apply. We accept Visa, Mastercard, American Express.

## ACKNOWLEDGMENT

- If I do not follow the ordering procedure, I can expect delays in order processing.
- If I am not ready or unable to receive the order once it is ready, I will order when I am ready.  
(For every day the delivery or pick-up date is delayed following 5 business days of assembly, a storage fee of \$25 will apply, per day, per order.)
- AAA Distributor, Inc. upholds high privacy standards and will keep all information confidential.

***By signing this document I agree to and understand all of the above.***

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

Name and Title (please print): \_\_\_\_\_

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

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

**RETURN ORIGINAL COPY TO:  
AAA DISTRIBUTOR™, INC.**

P.O. Box 11670, Philadelphia, PA 19116 or fax: 215-745-4575 or e-mail: credit@aaadistributor.com



# COD APPLICATION

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FOR AAA DISTRIBUTOR USE ONLY

Account #:	Credit Limit:
Sales Person:	Terms:
Territory:	Approved By:



# COD APPLICATION

## WARRANTIES BY APPLICANT

This application is made for the sole purpose of obtaining an account with AAA Distributor, Inc. Applicant acknowledges that AAA Distributor, Inc. is relying on the information provided in this application and warrants that all statements in this application are complete, accurate, and truthful. Applicant further acknowledges that if this application is approved by AAA Distributor, Inc., applicant shall be bound by the terms and conditions set forth in this application.

## CONTACT & BUSINESS INFORMATION

Company/Customer name: \_\_\_\_\_ Doing Business As (if applicable): \_\_\_\_\_

Associated or Related Companies (if any): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail (required): \_\_\_\_\_

Preferred Sent Method: E-mail  Fax  Other  :

Registered company address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Corporation  Partnership  Sole proprietorship  Other  :

Type of business: \_\_\_\_\_ Date business commenced (years in business): \_\_\_\_\_

EIN / Federal ID# \_\_\_\_\_ Contact Person for Accounts Payable: \_\_\_\_\_

Anticipated Monthly Purchases: \_\_\_\_\_ D-U-N-S # (if applicable): \_\_\_\_\_

**Tax Exempt** (if you checked this box, you must attach a completed tax exempt form with this application)

## ADDITIONAL INFORMATION

Have you, or any Company which you have been an owner, filed for bankruptcy? Yes  No

If Yes, Name of Company: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

State Filed: \_\_\_\_\_ Year Filed: \_\_\_\_\_ Outcome: \_\_\_\_\_

Size of Shop: \_\_\_\_\_ Type of Goods Purchased: \_\_\_\_\_

## WARRANTIES BY APPLICANT

I/We warrant all information to be true. I/We agree to pay My/Our account within the terms of this agreement. Payment terms are COD (Collect On Delivery). Payment may be required by check, cash or cashiers check - subject to credit approval. A finance charge of 1 1/2% per month, compounded monthly, will be assessed on all balances which are 30 days beyond invoice date. I/We further agree to accept full responsibility and pay for all Goods purchased which have not been delivered or picked up, due to buyer delay. Orders placed and subsequently canceled will be subject to a cancellation charge and/or a 20% restocking fee. In the event a dispute arises in connection with this agreement, applicant will pay all reasonable collection fees and/or attorney's fees incurred by AAA Distributor, Inc. If suit is brought, jurisdiction and venue may be in the State and County of AAA Distributor, Inc. choice. Returned check fees are \$35.00 per check.

Authorized Signature: \_\_\_\_\_

Name and Title (please print): \_\_\_\_\_

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

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# GENERAL POLICIES

You must read, sign, and return this page along with the preceding pages.

## Shipping, Delivery, & Storage

AAA Distributor ships anywhere in the continental US to commercial addresses only. For deliveries made in Eastern Pennsylvania or New Jersey, standard curbside delivery is available to commercial and residential addresses. Warehouse pick-up is also available. Simply call to schedule a day to pick up your order.

It is AAA Distributor's policy to deliver or schedule immediate pick-up as soon as items have been pulled from stock and/or assembled. If you are not ready or unable to receive the order once it is ready, **please, order when you are ready**. For every day the pick-up or delivery date is delayed following 5 business days of assembly, a storage fee of \$25 will apply, per day.

### Standard Curbside Delivery

We deliver 3-7 business days and **require** at least 2 people at the delivery location to carry item(s), check off paperwork, and sign delivery receipt (Bill of Lading).

UNLOADING: The shipper will **NOT** bring the items inside your store or home and unpack it. AAA Distributor's driver will put items on the tailgate of the truck and job site labor is responsible for carrying items into the store or house.

LOCATION: The driver will put the truck as close to the entrance of the store or house as is possible without harming the truck or getting stuck. If the truck cannot drive up to the indicated delivery area, the customer needs to pick up the items where the truck can and has stopped. If the location is not suitable, and the customer does not take the items off the truck, a fee will be applied for an unsuccessful delivery attempt.

*Tip: Check the delivery site for narrow gates, low hanging wires, branches, etc.*

DAMAGE: ANY damage made to items including granite tops, laminate tops, and sinks **must be checked for and reported before** taking items off the truck. Customers are fully responsible for the items once paperwork and Bill of Lading has been signed. Whether accidental or intentional, AAA Distributor is not liable if item(s) is broken during the removal from the truck or after it is taken off the truck.

### Freight Shipping

It is customer's responsibility to inspect and/or refuse to accept any damaged items delivered by carrier. Each carrier has specific rules for reimbursement of damaged products. **IT IS IMPORTANT** that the damage be noted with the shipper in order for you to receive a full exchange, otherwise claims will not be accepted.

### Warehouse Pick-up

Customers are fully responsible for the items once paperwork and receipt of items has been signed.

## Returns

AAA Distributor accepts returns within 10 days of order date. To receive a refund, merchandise must be undamaged, in its original condition and packaging, with all accessories included. Shipping charges are not refundable and a **20% restocking fee** will apply. Customer is responsible to ship all items back to AAA Distributor's warehouse at 1771 Tomlinson Ave, Philadelphia, PA 19116. For questions or concerns, please contact Customer Service at 215-745-7900.

## Damages & Exchanges

All replacements must be made **PRIOR** to installation, otherwise refunds and replacements will not be granted. Report all damaged, missing, or defective products within **14** days of delivery date. Please call Customer Service at 215-745-7900 for replacement instructions.

By signing this document I acknowledge that I have read, understand, and agree to these policies.

SIGNATURE: \_\_\_\_\_

CUSTOMER: \_\_\_\_\_

DATE: \_\_\_\_\_