



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



# CREDIT APPLICATION

AAA DISTRIBUTOR™, INC.  
P.O. Box 11670  
Philadelphia, PA 19116  
T 215.KITCHEN  
F 215.745.4575  
[credit@aadistributor.com](mailto:credit@aadistributor.com)  
[www.aadistributor.com](http://www.aadistributor.com)





# CREDIT APPLICATION

↳ References continued from previous page

Company name:		Contact person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-mail:	
Type of account: Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other <input type="checkbox"/>			

Company name:		Contact person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-mail:	
Type of account: Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other <input type="checkbox"/>			

Company name:		Contact person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-mail:	
Type of account: Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other <input type="checkbox"/>			

THE ABOVE INFORMATION IS FOR THE PURPOSE OF OBTAINING CREDIT AND IS WARRANTED TO BE TRUE.

## ADDITIONAL REQUIREMENTS

ALONG WITH THIS APPLICATION, PLEASE SUBMIT YOUR LATEST SIGNED FINANCIAL STATEMENT (INCLUDING BALANCE SHEET AND OPERATING STATEMENT)

BUSINESS FINANCIAL STATEMENTS:

Attached  Refused  Will be submitted by (date) \_\_\_\_\_

## TERMS

I herby certify that the foregoing figures and statements contained and attached hereto are true and correct and are furnished to AAA Distributor™, Inc for the purpose of inducing said corporation to extend credit to the undersigned.

Applicant agrees:

- (1) to pay all charges for account or other using this account regardless of account's credit limit;
- (2) to pay all charges within payment terms after billing date;
- (3) balance owed will become due in full upon any default in payment or violation of terms of account use;
- (4) to pay all collection costs, including reasonable attorney's fees.

I hereby authorize you contact our trade and bank references for normal credit information. Applicant, by its signature hereto, further attests to its financial responsibility, ability and willingness to pay our invoices in accordance with the following terms as added consideration for the granting of any credit. Applicant agrees that all sales orders and contracts are binding only upon acceptance at AAA Distributor™, Inc corporate office in Philadelphia, Pennsylvania, and that all such sales and contracts shall be deemed made in Pennsylvania and subject to and governed by Pennsylvania law, and any action filed by or on behalf of Applicant concerning this agreement or Applicant's rights hereunder, shall be brought only in the State of Pennsylvania, further, that Applicant will abide by all terms, conditions, rules and regulations stated herein, included in the Customer service Policy Guide, or hereinafter, promulgated by AAA Distributor™, Inc.

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# CREDIT APPLICATION

**CREDIT TERMS:** Net 30 days from the date of Invoice WITH NO OTHER DISCOUNTS; 1½% late fee compounded monthly. If an invoice is not paid by the due date, applicant agrees to be **subjected to a collection agency**. Applicant will be responsible to pay all attorney fees and costs in regards to the said action. All existing AAA Distributor policies will apply for returns, damages, exchanges, etc., and other policies that are not specified in this application.

A MINIMUM OF TWO (2) WEEKS IS REQUIRED FOR A COMPLETE CREDIT VERIFICATION (A TIMELY RESPONSE FROM AAA Distributor WILL DEPEND ON THE SPEED WITH WHICH YOUR REFERENCES RESPOND). IF AN ORDER IS RECEIVED DURING THAT TIME PERIOD, IT WILL BE HELD UNTILL THE COMPLETION OF THE CREDIT VERIFICATION.

## SIGNATURE AUTHORIZATION\*

I/We hereby authorize the firm to whom this Application is made to investigate the references listed pertaining to my/our credit and financial responsibility, along with any other sources available, including, but not limited to, Dun & Bradstreet and/or Experian/TRW Information reports.

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

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

Name and Title: \_\_\_\_\_

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

Agency/Sales Rep/ Territory Manager: \_\_\_\_\_

MAIL YOUR COMPLETED CREDIT APPLICATION TO:

**AAA Distributor™, Inc.  
P.O. BOX 11670  
PHILADELPHIA, PA 19116**

\*In order for your application to be processed, forms must be filled out entirely.



# CREDIT APPLICATION

## PERSONAL GUARANTY – REQUIRED TO OPEN ACCOUNT WITH AAA DISTRIBUTOR

THIS GUARANTY ("Guaranty") made and executed this \_\_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_ (hereinafter individually, or if more than one, collectively referred to as "the undersigned"), in favor of AAA Distributor™, Inc. ("Guarantor")

In order to induce AAA Distributor™, Inc. to enter into sales or extend credit to \_\_\_\_\_ ("Debtor"), and in consideration thereof and of any extensions of credit, sales on account or financial accommodations heretofore, now or from time to time hereafter granted by AAA Distributor™, Inc. to or for the benefit of Debtor, the undersigned, being financially benefited by the accommodations made by AAA Distributor™, Inc., guaranties the full and prompt performance of all of Debtor's present and future contracts, agreements and arrangements with AAA Distributor™, Inc. and the full and prompt payment to AAA Distributor™, Inc. of any and all sums which may be presently due or declared due and owing to AAA Distributor™, Inc. by Debtor or which shall in the future become due or declared due and owing to AAA Distributor™, Inc. by Debtor, howsoever created or incurred and howsoever evidenced (all of which obligations, liabilities and indebtedness of Debtor to AAA Distributor™, Inc. shall hereinafter be referred to as "Liabilities").

The undersigned waives diligence, presentment, demand of payment, filing of claims with a court in the event of receivership or bankruptcy of Debtor, protest or notice with respect of the Liabilities and all demands whatsoever, and covenants that this Guaranty will not be discharged except by complete performance of the obligations contained herein.

The undersigned agrees to pay any and all costs, fees, and expenses, including, but not limited to attorney's fees and expenses incurred by AAA Distributor™, Inc. in the collections of the Liabilities and the enforcement of its rights and remedies hereunder.

The Guaranty shall be binding on the undersigned and upon the heirs, executors, administrators, successors and assigns of the undersigned, and shall inure to the benefit of AAA Distributor™, Inc., its successors and assigns.

This Guaranty shall be governed by, enforced and interpreted in accordance with the laws of the State of Pennsylvania.

IN WITNESS WHEREOF, the Guarantor has been duly executed by the undersigned on the day and year first above written.

By: \_\_\_\_\_  
Individually as Guarantor

By: \_\_\_\_\_  
Individually as Debtor

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

SS#: \_\_\_\_\_

SS#: \_\_\_\_\_

State of \_\_\_\_\_

County: \_\_\_\_\_

I, \_\_\_\_\_, a notary public in and for the county in the state aforesaid, do hereby certify that \_\_\_\_\_, personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he/they signed and delivered the said instrument as he/their free and voluntary act, for the uses and purposes therein set forth. Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



# CREDIT APPLICATION

## BANK RELEASE FORM

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

Bank: \_\_\_\_\_

Contact Person: _____	Bank Account #: _____
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Address: \_\_\_\_\_

City: _____	State: _____	ZIP Code: _____
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Phone: _____	Fax: _____
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I authorize you to release information pertaining to my business savings/checking account  
 and borrowing history to AAA Distributor™, Inc  
 for the purpose of establishing a \$\_\_\_\_\_ line of credit.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: _____	State: _____	ZIP Code: _____
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EIN / FID#: \_\_\_\_\_

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

Print Name & Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



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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: \_\_\_\_\_