



**ALL CUSTOMERS MUST HAVE ALL THE INFORMATION BELOW COMPLETED CORRECTLY
BEFORE AN ORDER CAN BE PLACED**

1A COMPLETED CREDIT APPLICATION (UNLESS PAYING CASH PRIOR TO ORDER)

THE APPLICATION MUST BE SIGNED AND DATED.

IT MUST BE SIGNED BY AN OFFICER OF THE COMPANY WITH TITLE.

A REQUIRED PERSONAL GUARANTY WILL BE DECIDED CASE BY CASE

- B THE NAME AND ADDRESS OF THE COMPANY ON THE CREDIT APPLICATION MUST MATCH EXACTLY THE NAME AND ADDRESS ON THE CUSTOMER INFORMATION SHEET
- C THE CUSTOMER INFO SHEET AND CREDIT APPLICATION MUST MATCH EXACTLY THE NAME AND ADDRESS ON THE PO PRIOR TO THE PO BEING ACCEPTED

2A COMPLETED CUSTOMER INFORMATION SHEET

- A THE CUSTOMER INFORMATION SHEET MUST BE COMPLETED THE COMPANY NAME AND ADDRESS MUST BE THE SAME EXACTLY AS THE CREDIT APPLICATION AND THE PO.

ALL ITEMS THAT ARE NEEDED ARE LISTED ON THIS SHEET AS WELL

3 SHIPPING INFORMATION SHEET

- 4 A COMPLETED W-9 OR EQUIVALENT THAT IS LISTING THE NAME AND ADDRESS THAT MATCHES THE INFORMATION ON THE COMPLETED CUSTOMER INFORMATION SHEET.

5 RESALE CERTIFICATE OR EQUIVALENT

AN OFFICIAL DOCUMENT FROM A LEGAL ENTITY SUCH AS CITY OR STATE THAT INDICATES THAT THE COMPANY RESELLS AND PAYS TAX ON PRODUCTS.

WITHOUT THIS DOCUMENT, ALL SALES ARE TAXABLE PER WA STATE LAW.

6A A PURCHASE ORDER.

- B THE PURCHASE ORDER MUST BE SIGNED BY A REPRESENTATIVE OF THE COMPANY.
- C IT MUST HAVE THE SAME EXACT COMPANY NAME AND ADDRESS AS THE CUSTOMER INFORMATION SHEET. ONCE THE PURCHASE ORDER MATCHES EXACTLY THE INFORMATION ON THE CUSTOMER SHEET AND OTHER DOCUMENTS, IT CAN BE ACCEPTED AND SIGNED BY ACRO