

# DEALER CREDIT APPLICATION

*Credit card, Secured C.O.D. and Prepaid Orders can be placed without application*



566 Route 390  
 HC 1 Box 1748  
 Tafton, PA 18464-9708  
 Phone: 570-451-4700  
 FAX: 570-451-4771

Date \_\_\_\_\_

Expected Monthly Purchases \_\_\_\_\_

Exact Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Street Address \_\_\_\_\_ Fax # \_\_\_\_\_  
 PO Box \_\_\_\_\_ Email \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Authorized purchasing agent(s) \_\_\_\_\_

Accounts payable contact \_\_\_\_\_

EIN Number \_\_\_\_\_ Is your company tax exempt?  Yes  No  
 (If yes, please enclose a signed sales & use tax/exemption certificate)

Type and nature of business \_\_\_\_\_ Date established \_\_\_\_\_  
 (mm/dd/yyyy)

Length of time at this address \_\_\_\_\_ years \_\_\_\_\_ months Number of employees \_\_\_\_\_

Date of business purchase if not original owner \_\_\_\_\_ (mm/dd/yyyy)

This company is a:  Sole Proprietorship  Partnership  Corporation State of Incorporation \_\_\_\_\_  
 Type of corporation:  C  S  LLC (please enclose articles of incorporation if applicable)  
 Is there a parent corporation?  Y  N  Subsidiary

If yes, Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

If necessary, will this second business guarantee your account?  Yes  No  
 If necessary, will this second business authorize billing to them?  Yes  No  
 Are purchase order numbers required on orders?  Yes  No

**ANSWER SEPARATELY FOR EACH PRINCIPLE OF COMPANY**

	Principle 1	Principle 2
Name	_____	_____
Title	_____	_____
Date of Birth	_____	_____
Social Security Number	_____	_____
Home Address	_____	_____
City, State, ZIP	_____	_____
Own home or rent?	_____	_____
How long at this address?	_____	_____
Marital Status	_____	_____
Spouse's Name	_____	_____
Home Phone	_____	_____
Any other income or employment?	_____	_____

FOR WORTHINGTON DISTRIBUTION USE ONLY	
Date _____	Acct # _____
Credit Terms _____	Credit Line _____
Approved By _____	

**BUSINESS REFERENCES THAT EXTEND CREDIT TO YOU:**

Please provide complete names and addresses of firms. Do not submit credit card references - they do not confirm. Fax numbers are required. If more space is needed, please attach a separate sheet.

	Reference 1	Reference 2
Name	_____	_____
Address	_____	_____
Phone	_____	_____
<b>Fax #</b>	_____	_____
Contact	_____	_____
Acct #	_____	_____
	Reference 3	Personal Reference
Name	_____	_____
Address	_____	_____
Phone	_____	_____
<b>Fax #</b>	_____	_____
Contact	_____	_____
Acct #	_____	_____

Please provide a non-relative personal reference who does not live with you.

**Account Information**

	Checking	Savings	Loan
Bank	_____	_____	_____
Address	_____	_____	_____
City, State, ZIP	_____	_____	_____
Acct. #	_____	_____	_____
Phone	_____	_____	_____
<b>Fax #</b>	_____	_____	_____
Authorized Signers	_____	_____	_____

**Authorization**

In the event that my account goes out of terms, Worthington Distribution has my authorization to apply charges to this account (choose one):

VISA    MasterCard   Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 AMEX    Discover   CVVC # \_\_\_\_\_ Authorized Signature \_\_\_\_\_

I certify that the above information is true. I authorize you to contact any source named above to verify any data. Worthington Distribution and its affiliates may investigate my personal credit history, as well as the business credit history. Consumer reports may be requested in processing this application, and in the normal course of business, pursuant to the Fair Credit Reporting Act. I am aware that they will rely on this information in extending credit to me. The above information may be used in collection of any debt. In the event of non-payment, I agree to pay interest, your attorney's fees in the sum of 33% of principal amount due and costs of collection as part of my debt. I further agree that the laws of Pennsylvania shall apply to all issues arising between us. I agree to the exclusive jurisdiction of the courts of the State of Pennsylvania as to all disputes between us. My account privileges may be cancelled or altered by you at any time.

Signature \_\_\_\_\_ Print Title/Position Held \_\_\_\_\_  
 Print Full Name \_\_\_\_\_ Date \_\_\_\_\_

I hereby personally and unconditionally guaranty the payment of any and all amounts due from this applicant to Worthington Distribution and/or its affiliates. No modification of extension of credit to applicant shall affect my guaranty, and I waive any notice of any such change in credit terms and of any default. I agree to all of the above terms and conditions agreed to by the applicant as part of my guaranty and incorporate them herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Full Name \_\_\_\_\_

**Please allow 4 to 6 weeks for processing. Incomplete information will delay your application.  
 A charge of 1.5% (min. \$5.00) will be assessed on all overdue accounts.**

**ORDERING:** A toll free call to 1-800-282-8864 connects you to our knowledgeable sales team who seeks to provide you with the information, support and products you need to provide your clients with total solutions. We will gladly provide you with quotations, product information and technical assistance. Our business hours (Eastern Time) are 7:00 am to 7:00 pm Monday through Friday. **Orders can be placed 24 hours via toll free fax at 1-866-542-0470, on our after-hours voice mail order desk at our toll free number, 1-800-282-8864, or at our secure dealer web site: [www.worthdist.com](http://www.worthdist.com), or by email to [sales@worthdist.com](mailto:sales@worthdist.com).** We do not have a minimum order.

**SAME DAY SHIPPING:** All orders placed by 4:00 pm Eastern Time (Monday - Friday) will be shipped the same day, F.O.B. Tafton, PA, based on product availability. All orders placed by 6:00 pm Eastern Time will be shipped the same day, F.O.B. Las Vegas, NV, based on product availability. Our standard methods of shipping are UPS Ground, FedEx Express Saver, or FedEx Ground. Guaranteed two-day, overnight and Saturday delivery are available for time sensitive orders at an additional fee. US Mail Parcel Post shipping is also available to some areas.

**PAYMENT TERMS:** We accept VISA, MasterCard, Discover and American Express with no additional charge for credit card payment. We will also ship C.O.D. certified check, unless prior approval has been made for payment by company check. Please note, FedEx and UPS do not accept cash C.O.D. payments. The carrier's C.O.D. fee will be added to all C.O.D. orders. Our credit application is located on pages 227 and 228. All portions of the credit application **MUST** be completed and signed. Partially completed credit applications cannot be processed. A credit application is not required for secured C.O.D. or credit card orders. A \$25 fee will be charged for any returned check. Prepaid orders from international customers are welcome. Payment options include wire transfer, money order or secured check. Additional fees may apply.

**INSURANCE:** Orders under \$100 are automatically insured by FedEx or UPS. Orders greater than \$100 will incur an additional insurance fee.

**REFUSALS/INCORRECT ADDRESS:** Any orders that are refused or are undeliverable will be charged shipping fees to the customer and return shipping fees to Worthington Distribution, plus a restocking fee of 10% of the invoiced amount. FedEx and UPS impose an address correction fee, which Worthington Distribution will bill you for if an incorrect address is given at time of order. This includes, but is not limited to, incorrect street address, missing suite/apartment numbers, or incorrect ZIP code. To avoid both this charge and shipping delays, please confirm accurate shipping information at time of order.

**DROP SHIPMENTS:** We can ship directly to your job site or client as requested. Please make sure that someone will be available to sign for the package(s) or arrange for a signature release on file with the carrier. Manufacturer special orders, large orders and expedited orders may also be drop shipped directly from the manufacturer to your location. Although Worthington Distribution does not charge for drop shipments, please note that several manufacturers do charge a drop ship fee. You will be billed separately for any incurred drop ship fees and shipping costs.

**BILLING/SHIPPING DISCREPANCIES:** Shipping or billing discrepancies (misshipped items, missing items, incorrect charges, etc.) must be brought to our attention within **5 days of receipt of package**.

**DAMAGED IN SHIPPING:** Every effort is made to pack your goods to prevent damage during shipping; however, if damage does occur, you must notify Worthington Distribution within **5 days of receipt of package**. We will file a claim with the carrier, and upon credit from the carrier, we will issue credit to you. FedEx and UPS reserve the right to inspect packaging and damaged products; credit may not be issued if packaging and/or product is not available for inspection. If your package arrives visibly damaged, please ask your courier to make a note of the damage at time of delivery.

**DEFECTIVE RETURNS:** Although Worthington Distribution understands how exasperating it is to receive a defective product, we must adhere to all **manufacturer warranty requirements**. Therefore in accordance with the manufacturer's terms and conditions, the manufacturer has the right to repair or replace defective product at their discretion. Some manufacturers will handle these returns directly. Upon manufacturer's approval we will replace defective products returned to us within 30 days of the invoice date. Defective products **must** be returned in the manufacturer's original packing, and the carton **must** include **all** components and other items originally packaged with the product, including all manuals, etc. **Do not write on or use the product box as a shipping box.** You pay shipping to us, and we will pay for domestic return shipping to you via FedEx Ground or UPS Ground. Many manufacturers reserve the right to return your product to you, should the product prove to be operational; in these cases credit will not be issued for the product, and return shipping fees will be billed to you. Please feel free to contact us for free technical assistance and troubleshooting if you feel you have received a defective item. Please note that some manufacturers require factory troubleshooting prior to RMA issuance.

**ALL RETURNS:** All return requests must be made within **30 days** from date of purchase. During this 30-day period, all new and unused products that are currently manufactured, in their original packaging with all hardware and manuals, and in resellable condition, can be returned without a restocking fee; **installed items cannot be returned**. You must pay shipping to us. Product not meeting these criteria, in most cases, cannot be returned or is subject to a restocking fee. Due to copyright laws, software, books, and manuals are not returnable. Wire and conduit are also not returnable. Shipping charges are not refundable and returns must be sent to Worthington Distribution freight prepaid. Worthington Distribution is not responsible for returns lost or damaged during shipping. **Our RMA request form must be completed before an RMA number is issued.** To obtain an RMA request form, contact us at 1-800-282-8864, or you can download the RMA form at [www.worthdist.com>Returns](http://www.worthdist.com>Returns). RMA numbers are issued to ensure proper credit is applied or replacement product is handled correctly. You must write the RMA number on the outside of the shipping package you are returning, not on the manufacturer's package. RMA numbers are valid for **15 days** from date of issue. Returns without an RMA number on the box are subject to refusal. **Note: It is the customer's responsibility to verify compatibility and customer commitment prior to ordering and installing any items. There are no returns on special order merchandise.**

**PRICING:** Prices in this catalog supercede all previous pricing. Although catalog price is generally held, prices may change due to market fluctuation. This can result in lower pricing to you, our valued customer. Prices and specifications are subject to change without notice.

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