



## Instructions - C.O.D and e-Check Applications

In order for AVR Distributing to process pending and future orders on a C.O.D. or e-check basis, and to comply with all state regulations, we require the submission of the following documentation:

- A fully executed application / agreement. The Personal Guarantee section must be signed and witnessed. Please be sure to also initial and date the last (third) page outlining our policies and procedures.
- A photocopy of your most recent business license
- A photocopy of your most recent Sales and Use Tax Certificate issued by your state's Department of Revenue
- A completed and signed sales tax exemption form (the Georgia form for Georgia retailers, the North Carolina form for North Carolina retailers, or the multijurisdiction form for South Carolina, Alabama, or Tennessee retailers). The links to these forms are located adjacent to the customer application links.
- We offer e-Check as a customer service to you. This is strictly optional; therefore, the Direct Payment Authorization section is not required but recommended. If you choose this option, then we process your payment electronically on the day of delivery and you do NOT have to pay the FedEx C.O.D. fees which can add up considerably over time.

**Please fax the above documents to our  
toll-free fax number 800-570-3068**

If you have any questions, please contact Christy Crook, the Account Coordinator for AVR Distributing, at 770-419-2150 x 214 or [christy@av-rep.com](mailto:christy@av-rep.com). We appreciate your cooperation.

*Thank you for your business!*