



Willis Distributing, INC. Bid Policy

Because of high cost of processing BIDS, we have found it necessary to require the following guidelines to supply BID pricing.

ELIGIBILITY REQUIREMENTS

- * Bids must have Willis Distributing item number on them prior to submitting it for pricing.
- * Distributor is responsible for submitting correct stock number that matches bid requirements.
- * Distributor's purchases from Willis Distributing must be a minimum of \$500 annually (non bid purchases).
- * Bid must be a minimum of \$300.
- * Distributor must be meeting net 30-day terms.

INFORMATION REQUIREMENTS

- * Name of who the bid is for (user, agency)
- * Date the Bid opens. (The Due Date)
- * Quantity requested or prior usage.
- * Length of contract (one time purchase or period of time).

Bid samples are invoiced when requested and credited upon return. Please note- any "samples" returned are subject to our return policy. Bid samples must be purchased by unit of measure / case pack (cases can not be broken up). Any shipping charges involved to and / or from are the distributor's responsibility.

You may fax your BID request to our Fax Hotline @ (614) 836-0119

If the BID request is more than 10 pages --- Mail To:

Willis Distributing, Inc
Attn: Bid Department
4600 Homer Ohio Lane
Groveport Ohio 43125

Please provide us as much time as possible to process and return. Large bids will typically take 5 working days. Your assistance will be greatly appreciated and will enable us to control our costs and continue to offer this service to you.

Thank You,

Bid Dept. (800) 423-2889