



## **Instructions for setting up a New Account**

In order to process the application please include the following paperwork or fill out the application that follows. It is ok to fax/ mail your pre-made application but it must include the following information:

1. Complete Bill & Ship to address
  2. Owners name
  3. Type of Business
  4. If it is a corporation or a partnership please include both owner's names and titles.
  5. Include a signed copy of retail, resale, or tax- exempt license.
  6. Include a phone number with area code for all references.
  7. Willis Distributing application must be signed to be complete.
- You may fax a completed copy to (614) 836-0019 but mail the original to the address at the bottom.
  - When asking for a credit line, please understand that it may take up to 4 days to get credit information back from your vendors. So, if you need to place an order, it will be sent CASH/CERTIFIED FUNDS.
  - In order to receive a credit line you must be with your vendors for at least six months and have terms with them or we can offer you other ways to establish credit.

If you have any questions please call the New Accounts Department @ (800) 423-2889 ext. 103

Thank you for your time and opportunity to be of service.

**PLEASE ADD FAX NUMBERS FOR ALL TRADE REFERNCES AND BANK AUTHORIZATION'S IF THERE'S NO ROOM ON THE CREDIT APPLICATION USE A SEPARATE SHEET OF PAPER.**