

## Distributor Agreement

**Ordering: Minimum Order \$250.00. Orders less than \$250.00 will be billed at Professional prices.**

Provide us with the correct billing and shipping address for each order. Use only one method for placing your order so duplicate orders are not received by OPTP.

- **Phone** - Available 24 hours a day! Customer service personnel are available 8:00 a.m. - 5:00p.m. Central Standard Time, Mon.-Fri. Calling after hours? Leave your order information on our Voice Mail system.
- **Fax** - Fax your Purchase Order with the correct billing and shipping address. Include your customer number, it will speed the processing of your order! Need a confirmation? Just indicate 'Confirm Order via Phone/Fax'.
- **Mail** - Send us your Purchase Order.
- **Email** - Place your order from your desk!
- **Online** - Place your order on our website while shopping.

### **Shipping:**

OPTP uses UPS ground service for most orders and **banded shipping rates will apply**. Orders are processed within 1 to 2 business days of receiving your order. We also have Next Day, 2nd Day and 3rd Day service options available for an additional fee.

### **Credit Policy:**

**All orders are on a prepay basis until credit is approved.** It is the Buyers' responsibility to send their credit application to OPTP. After review, the Buyer will receive a confirmation of your credit approval and a credit limit, should the application be accepted.

### **Terms:**

Net 30 - Payment is due within 30 days. **If your account becomes delinquent, your Distributor status with OPTP will be in jeopardy. Shipments will be held for any past due accounts over 30 days.** If, at any time, the account becomes over 90-days delinquent, a collection service may be assigned to the account if steps are not taken by the Buyer to bring the account current.

I understand and agree to the above Distributor guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name \_\_\_\_\_

\*Resale # \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

City, State Zip \_\_\_\_\_

Email \_\_\_\_\_

**\*To qualify for distributor pricing you must send in a copy of your Resale Certificate along with a completed Distributor Agreement.**

**Please return completed form to:**

**OPTP PO Box 47009 Minneapolis, MN 55447-0009**

**Phone: (800) 367-7393 Fax: (763) 553-9355 URL: www.optp.com**