



**Arizona/Albuquerque Valve & Fitting Corp.  
DBA: Swagelok Southwest Co.**

4926 E. Beverly Rd.  
Phoenix, AZ 85044  
602.268.4848 main  
602.268.3617 fax

2732 Vassar Place NE, Suite A  
Albuquerque, NM 87107  
505.842.0213 main  
505.843.6078 fax

## APPLICATION FOR CREDIT

Authorized Swagelok Sales and Service Center  
<http://southwest.swagelok.com>

ABOUT YOUR COMPANY			
Legal/Commercial Name		DBA (if applicable)	Year Established
Billing Address		City	State    Zip
Shipping Address		City	State    Zip
Telephone Number	Fax Number	Owner/Principal(s) Name(s)	
Description of Business			
Are your purchases exempt from Sales Tax? <input type="checkbox"/> No <input type="checkbox"/> Yes*    * If Yes, please submit a current sales Tax Exemption Certificate.			
A/P Contact Name		A/P Contact Email	A/P Contact Telephone
Purchasing Contact Name		Purchasing Contact Email	Purchasing Contact Telephone
CREDIT REFERENCES			
1) Company Name		Phone Number	
Address		Fax # (Required)	
2) Company Name		Phone Number	
Address		Fax # (Required)	
3) Company Name		Phone Number	
Address		Fax # (Required)	

# SWAGELOK SOUTHWEST CO. CREDIT TERMS & CONDITIONS

**TERMS:** Payment Terms will be 1% 10 days, Net 30.

**SALES TAX:** Arizona, New Mexico & Nevada Sales Tax will be in accordance with buyer's declaration/proof of exemption at time of purchase.

**SPECIALS:** Non standard items cannot be cancelled or returned and are marked accordingly.

**SHORTAGES:** All claims and shortages must be reported within ten (10) days after receipt of shipment. Hold all shipping containers, material and packing slips for our inspection.

**F.O.B.:** Shipping Point - Swagelok Southwest Co. warehouse or applicable factory and regional warehouses for drop-shipments.

**RETURN POLICY:** Standard items (price list) may be approved for return credit upon inspection if all of the following conditions are met: Returns must be in their original packaging, in perfect condition. Returns must be made within six months of the dated invoice. All returns will be subject to a 25% restocking charge.

Credit will be issued in the form of a credit memo. **NO CASH REFUNDS WILL BE ISSUED.** A credit memo will be issued to the buyer against future purchases and credit will be in accordance with the price shown on the original invoice or current price, whichever is lower.

**CREDIT CARDS:** If you wish to pay by Credit Card the appropriate information must be provided to Customer Service at time of order and the Credit Card will be charged the day of shipment.

**ACH:** If you wish to pay via ACH, please email us at: [swageloksw.ar@swagelok.com](mailto:swageloksw.ar@swagelok.com)

**RETURN MATERIAL AUTHORIZATION:** A Return Material Authorization (RMA) is to be obtained by phone in advance by calling Swagelok Southwest Co. Customer Service.

If you need any further information or clarification, please contact our office.

I have read and understand the Standard Terms and Conditions for purchasing from Arizona/Albuquerque Valve & Fitting Corporation, dba: Swagelok Southwest Co.

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Customer Signature

Title

Date

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Printed Name

Click submit form, or email your completed form to: [swageloksw.ar@swagelok.com](mailto:swageloksw.ar@swagelok.com). Thank you!