



1224 Creek Trail Ste F
Jefferson City, MO 65109
Phone: 573.644.6868
Email: accounting@krmfg.com

Customer Information Sheet

Customer Information **K&R Manufacturing**

K&R Wholesale

Name:

Billing Information

Preferred Method of Receiving Invoices:	US Mail	E-mail
Accounts Payable Contact Name:	Telephone:	
Billing Address:		
City:	State:	Zip:
Email:		

Shipping information (attach additional addresses if necessary)

Shipping Address:		
City:	State:	Zip:
Shipping Address:		
City:	State:	Zip:

Additional Company Information

Web Address:		
Is a PO required on orders:	Yes	No
Email Address for Order Acknowledgements:		

Customers located or taking delivery in MO, IA, OK or TX will be charged sales tax unless a current tax exemption certificate is provided.



Remittance Information for Payments

Mail Payments to: K&R
1224 Creek Trail Ste F
Jefferson City, MO 65109

Credit Cards / e-Check: Visa, Mastercard, American Express, Discover or e-Check
Follow the instructions in your invoice email or complete the attached authorization form and email to: accounting@krmfg.com

ACH Payments: Please contact our Accounting office if you prefer to pay via ACH
K + R Accounting: 573.644.6868 or accounting@krmfg.com

Terms & Conditions

- Hours of Operation: Monday – Friday, 8 a.m.–5 p.m. CST
- All orders must be paid prior to shipment unless a credit application is submitted & approved
- All deliveries made by K + R will incur a \$25.00 minimum surcharge
- Product shipped via common carrier will be FOB - K + R warehouse
- Deliveries are generally made or shipped within 24 hours of receipt of the order
- Arrangements can occasionally be made for customer pickups or job-site deliveries with prior notice
- Prior authorization is needed to return product for refund or exchange
- Returned products must be in new condition & returned within 30 days of purchase
- All returns will incur a 15% restocking fee
- Returns of special order/non-stock products are not accepted
- Customer credits must be used in 120 days
- Pricing may change without notice
- For pricing questions contact your K + R Sales Representative or Customer Service
- Warranties for the K + R branded family of products are available upon request
- Warranties for other manufacturers are determined by each manufacturer
- To place an order:
 - Call K + R Manufacturing Customer Service at **573.346.1187**
 - Call K + R Wholesale Customer Service at **515.981.5317**
 - Call your Sales Representative
 - Order online www.krmfg.com or www.krwholesale.com
 - Email your order to sales@krmfg.com or sales@krwholesale.com
 - Fax your order to **573.346.1387**
- We will email order acknowledgements within 24 hours of order - please contact your Sales Representative or K + R Customer Service if there are any discrepancies
- Customer statements will be mailed monthly on the 15th or 20th
- Finance charges in the amount of 2% will be assessed for any past-due amounts
- K + R reserves the right to hold orders until past due account balances are paid in full
- Credit card payments for invoices more than 10 days old incur a 2% service charge
- K + R requires a billing authorization form on file to process charges to a credit card or e-Check payment