

ASHLEY EXPRESS FORM



ACCOUNT NAME:

ACCOUNT NUMBER AND SHIP-TO (MUST SPECIFY WHETHER IT IS THE BILL-TO LOCATION OR A SPECIFIC SHIP-TO):

CREDIT TERMS

- DEALER CAN NOT HAVE COD TERMS.

EDI INFORMATION

- DOES THE DEALER WANT TO USE EDI TO PLACE ASHLEY EXPRESS ORDERS?

YES NO

- IF THE DEALER IS USING EDI TO PLACE ASHLEY EXPRESS ORDERS, PLEASE FILL IN THE EDI PROVIDER CONTACT INFORMATION BELOW:

CONTACT NAME:

PHONE:

EMAIL:

COMPANY:

FREIGHT CONTRACT – USING OWN FREIGHT CONTRACT

- IS THE DEALER REQUESTING TO USE THEIR FREIGHT CONTRACT WITH FEDEX OR UPS?

YES NO

IF YES, WHO IS THE CARRIER AND WHAT IS THE DEALER'S CONTRACT NUMBER FOR THAT CARRIER?

CARRIER NAME:

CONTRACT #:

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- IF THE DEALER IS USING THEIR OWN FREIGHT CONTRACT, WHICH ASHLEY DISTRIBUTION CENTER(S) WILL ASHLEY EXPRESS ORDERS SHIP FROM? (NOTE FOR SHIPPING EXPRESS TO CANADA: PLEASE SEE PAGE 5 FOR DISTRIBUTION CENTER AND PROVINCE INFORMATION.)

PLACE AN 'X' NEXT TO THE ASHLEY DISTRIBUTION CENTER CONSUMER ORDERS ARE TO BE SHIPPED FROM:

ADVANCE, NC (WHSE 17):

ECRU, MS (WHSE ECR):

ARCADIA, WI (WHSE 1):

LEESPORT, PA (WHSE 15):

COLTON, CA (WHSE 5):

MESQUITE, TX (WHSE 28):

IF SHIPPING FROM MORE THAN ONE ASHLEY DC (DISTRIBUTION CENTER), WHICH STATES SHOULD SHIP FROM WHICH DC?

FILL IN THE ASHLEY DC BELOW FOR EACH CONSUMER DELIVERY STATE LISTED:

AL	ID	MT	RI
AK	IL	NC	SC
AR	IN	ND	SD
AZ	KS	NE	TN
CA	KY	NH	TX
CO	LA	NJ	UT
CT	MA	NM	VA
DC	MD	NV	VT
DE	ME	NY	WA
FL	MI	OH	WI
GA	MN	OK	WV
HI	MO	OR	WY
IA	MS	PA	

- IF THE DEALER IS USING THEIR OWN CARRIER FREIGHT CONTRACT, ASHLEY REQUIRES A RESALE CERTIFICATE FOR EACH OF THE ASHLEY DISTRIBUTION CENTER STATES THAT THEY PLAN TO SHIP ASHLEY EXPRESS ORDERS FROM.

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FREIGHT CONTRACT – USING ASHLEY’S FREIGHT CONTRACT

- IF THE DEALER IS USING ASHLEY’S FREIGHT CONTRACT, RESALE CERTIFICATES ARE REQUIRED IN THE FOLLOWING STATES.

CALIFORNIA
CONNECTICUT
DISTRICT OF COLUMBIA
FLORIDA
HAWAII
LOUISIANA
MASSACHUSETTS
MARYLAND
MISSISSIPPI
TENNESSEE

LIMITATIONS

- DOES THIS DEALER HAVE A WEIGHT LIMIT ON WHAT THEY ARE WILLING TO SHIP TO THEIR CONSUMER VIA ASHLEY EXPRESS?
IF NO, SYSTEM WILL SET THE MAX WEIGHT LIMIT TO 150 POUNDS.

YES NO

IF YES, PLEASE PROVIDE THE WEIGHT IN POUNDS:

HANDLING FEE

- ASHLEY CHARGES A 2.5% HANDLING FEE, WITH A MINIMUM HANDLING FEE OF \$2.50, ON EACH INVOICE SHIPPED VIA ASHLEY EXPRESS. PLEASE PROVIDE THE FIRST AND LAST NAME OF THE PERSON APPROVING THIS CHARGE FOR THE DEALER.

CONTACT NAME:

RETURN ADDRESS

- WHAT IS THE DEALER’S RETURN ADDRESS THAT SHOULD SHOW ON THE SHIPPING LABEL?

NAME:

ADDRESS 1:

ADDRESS 2:

CITY:

STATE:

ZIP CODE:

COUNTRY:

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CONTACT INFORMATION

- PLEASE PROVIDE AT LEAST ONE ACCOUNT CONTACT NAME (FIRST AND LAST NAME), PHONE NUMBER AND EMAIL ADDRESS FOR ANY FURTHER QUESTIONS AND WHOM TO CONTACT WHEN THE ASHLEY EXPRESS PROCESS IS READY TO BE SETUP

CONTACT NAME:

PHONE:

EMAIL:

POSITION/TITLE:

- FORM COMPLETED BY (MARKETING SPECIALIST'S FIRST & LAST NAME):

NAME:

TODAY'S DATE: / /

ASHLEY EXPRESS CHECKLIST

- IF THE DEALER NEEDS AN EXCEL SPREADSHEET OF THE ITEMS THAT ASHLEY HAS APPROVED AS AVAILABLE TO SHIP VIA ASHLEY EXPRESS, THIS CAN BE FOUND IN THE PRODUCT CATALOG ON ASHLEY DIRECT. SELECT THE CUSTOMER/SHIP-TO AND ON THE CATALOG PAGE SELECT THE ASHLEY EXPRESS ITEMS CHECKBOX. THIS LIST CAN BE EXPORTED TO EXCEL BY CLICKING ON THE EXPORT TO EXCEL LINK UNDER SEARCH RESULTS.
- IF THE DEALER IS USING ASHLEY'S FREIGHT CONTRACT, THE EXPRESS FREIGHT RATE IS SET BY ITEM. TO VIEW THE EXPRESS FREIGHT RATE, YOU WOULD NEED TO GO TO THE ASHLEY DIRECT PRODUCT CATALOG UNDER A SPECIFIC CUSTOMER/SHIP-TO AND SELECT THE ASHLEY EXPRESS ITEMS CHECKBOX. THIS LIST CAN BE EXPORTED TO EXCEL BY CLICKING THE EXPORT TO EXCEL LINK UNDER SEARCH RESULTS. ON THE ASHLEY EXPRESS ITEMS SPREADSHEET YOU CAN SEE THE ASHLEY EXPRESS FREIGHT PER ITEM.

PLEASE FILL OUT THIS FORM COMPLETELY, SAVE IT AND EMAIL IT TO ASHLEYEXPRESS@ASHLEYFURNITURE.COM.

ASHLEY EXPRESS FORM



SHIPPING EXPRESS TO CANADA

- DEALER MUST HAVE A FREIGHT CONTRACT WITH UPS.
- DEALER MUST HAVE UPS SETUP AS ONE OF THEIR BROKERS.

PLACE AN 'X' NEXT TO THE ASHLEY DISTRIBUTION CENTER CONSUMER ORDERS ARE TO BE SHIPPED FROM:

ADVANCE, NC (WHSE 17):

ECRU, MS (WHSE ECR):

ARCADIA, WI (WHSE 1):

LEESPORT, PA (WHSE 15):

COLTON, CA (WHSE 5):

MESQUITE, TX (WHSE 28):

IF SHIPPING FROM MORE THAN ONE ASHLEY DC (DISTRIBUTION CENTER), WHICH PROVINCE SHOULD SHIP FROM WHICH DC? FILL IN THE ASHLEY DC BELOW FOR EACH CONSUMER DELIVERY PROVINCE LISTED:

AB	NF	ON	QC
BC	NB	PE	SK
MB	NS		

PLEASE FILL OUT THIS FORM COMPLETELY, SAVE IT AND EMAIL IT TO ASHLEYEXPRESS@ASHLEYFURNITURE.COM