



Checklist to set up a new account with Arizona Complete Candy & Tobacco

Thank you for choosing Arizona Complete Candy & Tobacco as a supplier for your retail convenience location. To set up your account, we will need the following information: email or fax the information to us. Email signed documents to Accounting@arizonacomplete.com or fax to 623-399-4200

What are your store hours for delivery? _____

What is your delivery address? _____

How often will you place orders ___ weekly ___ 2x month ___ monthly ___ walk-in?

What is your estimated spend per order \$ _____ CIGS \$ _____ TBCO
\$ _____ CANDY \$ _____ Other

All orders are to be placed via website - Signature _____ Date _____

I have read, signed, and initialed the return policy Signature _____

The order minimum for delivery is \$3,000.00, any amount less than this will be charged \$25.00 for delivery. Signature _____ Date _____

Additional documents to send back with the application:

1. This cover sheet – signed and dated
2. Our application - signed 2x by owner and spouse - REQUIRED
3. Owner's Driver's License and operating agreement indicating primary ownership if LLC, S-Corp, or C-Corp – REQUIRED
4. AZ Transaction Privilege Tax License (AZ-TPT) - REQUIRED
5. Billing and Delivery address - DELIVERY WILL MATCH LOCATION ON TPT LICENSE
6. Email address for order confirmations and invoices- REQUIRED
7. Verification of Tribal Registration Number (if applicable)
8. Auto ACH form – required for all accounts - REQUIRED
9. Initial terms for new accounts are COD by certified check or money order for 180 days. After six months of steady payments, credit terms discussed with verified credit references.

AUTHORIZATION ACKNOWLEDGMENT

This form is to be used when the Owner (verified by corporation commission) is not the application signature.

Date: _____, 20____

To whom it may concern:

I am the authorized representative to manage and act on behalf of _____ (hereinafter "Buyer"). On behalf of Buyer, I authorize _____ (hereinafter, "Agent") to open a wholesale account with Fullline Vending, Inc. dba Arizona Complete. I further authorize Agent to make purchases upon the account of Buyer unless withdrawal of this authorization is provided by me, in writing, and signed by Fullline Vending, Inc. I agree that Buyer shall remain liable for all purchases made by the Agent prior to and until the delivery and acceptance of such withdrawal of the agent's authorization is provided.

I declare under the penalty of perjury under the laws of the State of Arizona that the information provided herein is true and correct.

Sincerely,

Signature and printed name of owner

Arizona Driver's License Number

Signature and printed name of the authorized representative

Arizona Driver's License Number

CUSTOMER ACCOUNT APPLICATION

All pages must be initials and page 2 and 3 must be signed

Company Information	
Company Name	
DBA / Trade Name(s)	
Legal Structure <i>Check one</i>	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLP <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit
Date Business Started	
Federal Tax ID	
State resale or sales tax number (if applicable)	
Billing Address	
Street address	
City, State, Zip	
Phone number	
Fax number	
Ship To Address	
Street address	
City, State, Zip	
Accounts Payable Contact	
Name	
Phone number	
Fax number	
Email address	
Purchasing/Buyer Email address/Fax Number	
Trade References	
Company Name →	
Contact name, title	
Street Address	
City	
State	
Zipcode	
Phone number	
Email address	
Goods, services supplied	
Trade References	
Company Name →	
Contact name, title	
Street Address	
City	
State	
Zipcode	
Phone number	
Email address	
Goods, services supplied	
Trade References	
Company Name →	
Contact name, title	
Street Address	
City	
State	
Zipcode	
Phone number	
Email address	
Goods, services supplied	

Application completed by (Printed name and title): _____

Signature: _____ Phone number: _____ Email address: _____

TERMS AND CONDITIONS

This Customer Account Application is made to Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco Corporation, for the purpose of inducing Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco to extend credit for all purchases, services and other expenses rendered to or on behalf of the applicant named below, according to the following terms.

1. Following acceptance of this application, Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco, in its sole discretion, and notwithstanding any request of the applicant, shall have the right to terminate applicant's credit privileges under this application at any time without prior notice to the applicant, except as otherwise provided by law. Such termination shall not relieve the Applicant from any balance previously incurred.
2. All purchases by the applicant of goods and service from Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco will be made in accordance with the terms and conditions of this application and any invoices and other documents evidencing applicant's obligations to Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco, all of which are incorporated herein by this reference.
3. The entire outstanding balance due to Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco on all invoices shall become due in full immediately upon default in the payment of any invoice (defined as including, but not limited to, more than 90 days past due). Applicant agrees to pay interest in the amount of 1.5% per month or the highest rate permitted by law, whichever is less, on any past due amounts (including interest and any fees) until collected. Applicant agrees to pay all costs of collection incurred by Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco, including attorneys' fees and expenses, should a default in payment or any other obligation of the applicant to Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco occur.
4. If this application is not fully approved or if any other adverse action is taken with respect to applicant's credit with Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco, the applicant has the right to request within 60 days of Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco's notification of such adverse action, a statement of specific reasons for such action, which statement will be provided within 30 days of said request. To obtain the statement of specific reasons, please contact our credit department.
5. This application, all transactions, actions, and proceedings arising from, relating to, or in connection with this application between the applicant and Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco shall be governed by and interpreted in accordance with the laws of the state of Arizona, without regard to the conflicts of law provisions therein. Applicant further agrees that in the event any action is commenced in connection with this application, venue for such action or proceeding shall be proper with any court located in Maricopa County, State of Arizona. Any returned checks shall incur a charge of \$60.00 dollars per check, or other such amount as determined by Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco.
6. If applicant ceases doing business with Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco for any reason, the applicant will immediately purchase from Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco all remaining proprietary/special order items in Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco's inventory.
7. Applicant expressly agrees that Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco shall not be responsible for any product nonconformity as to the quantity, quality or price, unless noted on the original delivery receipt at the time of delivery or unless Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco is notified in writing of any such nonconformity within five (5) days of receipt of any nonconforming delivery; by certified mail return receipt requested.
8. Except as to the number of goods ordered, no terms and conditions set forth in any purchase order or other form of the applicant will apply to sales by Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco to the applicant.

The approximate amount of credit that the applicant requires per month shall not be binding upon Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco, nor shall Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco incur liability by granting, reducing, increasing or refusing such amount.

Applicant hereby certifies that the information furnished under this application and any other financial statements furnished in connection herewith, is true and correct and that this information is being provided to Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco for the purpose of inducing Fullline Vending Inc., DBA Arizona Complete Candy

& Tobacco to extend credit to an applicant and understands that Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco intends to rely upon such information.

Applicant understands and agrees to be bound by the above terms and all invoices and other documents furnished by Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco from time to time, all of which are incorporated herein by reference, and to advise Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco of any material change in the information provided herein, including but not limited to, change of ownership, address or telephone number.

Applicant understands that Fullline Vending Inc., DBA Arizona Complete Candy & Tobacco will retain this application whether or not it is approved.

Personal Guarantee

9. In consideration for the credit extended, the undersigned contracts and guarantees to the faithful payment, when due of all accounts of the company seeking credit for all purchases by the Applicant and for the proceeding three years from the date of this application. The undersigned guarantor expressly waives all notice of acceptance of this guarantee, a notice of extension of credit, presentment of demand for payment, and any notice of default by the company seeking credit and all other notices the guarantor might be entitled to. The revocation of the guarantee shall be in writing and delivered by certified mail. All Guarantors agree that in the event any action is commenced in connection with this Guarantee, venue for such action or proceeding shall be proper with any court located in Maricopa County, State of Arizona.

Applicant (Full firm name): _____

By Authorized Agent (printed name & title): _____

Signature: _____ Date: _____

SSN: _____ DOB: _____

By Spouse of Authorized Agent (printed name & title): _____

Signature: _____ Date: _____

SSN: _____ DOB: _____

Request for owners Identification:

Account Name: _____ **Account No.:** _____

Owner Information:

Name: _____

Phone Number: _____ Fax: _____

Email: _____



Authorization to Update Customer Information: By signing my signature below, I am certifying that the above information is true and accurate to the best of my knowledge. I also certify that I am an authorized agent and allowed to execute this customer update form.

_____ Date
Authorized Signature

Print Name and Title / **Driver's License Number OR State Identification Number**



MEMORANDUM

To: All Arizona Complete Customers

From: Arizona Complete

Date: June 6th, 2024

Subject: Cigarette Return Policy Reminder

As a reminder, cigarettes cannot be returned or exchanged. If an improperly picked or damaged item(s) is noticed at delivery, the driver can return the merchandise and issue a credit against the invoice for the day's delivery.

We will not accept returns of cigarette products after delivery has been received for any other reason. If you have any questions or concerns, please contact Rebecca at (623) 939-5111.

Printed Name: _____

Signature: _____

Arizona Complete Candy & Tobacco Credit and Return Policy

Effective June 1, 2022

Updated 9/19/2022

No return on Cigarettes, no exceptions, see prior page

Other Tobacco Products (OTP) Return:

Conditions for RJR/RJR/ASC Return:

1. RJR cannot be returned unless is a "RJ Special Event". Your RJR Rep with identify and sticker product.
2. Product is purchased at AZC – this will be verified
3. Credit is not issued at the purchase price. Manufacturer sets the refund value and the AZC Administrative fee is 10%

Conditions for USSTC Return:

4. Product is purchased at AZC – this will be verified
5. Credit is not issued at the purchase price. Manufacturer sets the refund value and the AZC Administrative fee is 10%
6. Open cans will not be accepted – the seal must be intact
7. Out of date USSTC products must be returned within ten (10) months from the date of expiration on the bottom of the can.

OTP, E-Cigarette, Vape, and Nicotine Credits and Returns:

1. Product is purchased at AZC – this will be verified
2. Credit is not issued at the purchase price. Manufacturer sets the refund value and the AZC Administrative fee is 10%
3. Noted at the time of delivery: If there is improperly picked or damaged item(s) that are noticed at delivery, the driver can return the merchandise and issue a credit against the invoice for the day's delivery.
4. Noted after delivery: we do not accept returns of products after delivery has been received.
5. Drivers are not authorized to issue credit for the previously delivered product
6. There will be a 10% AZC Administrative fee for all products.
7. Credit will not be issued until the product is in our warehouse and verified.
8. Store credit will be issued within seven (7) days of verification.
9. Returns are for store credit only; must be used 180 days from issuance.
10. Credit will not be deducted from the current invoice

Perishable and Non-Perishable

1. Due to the nature of these items (cooler or freezer and dated products), they cannot be picked up or returned when the customer has overbought, or the product simply is not moving at their location.
2. Suppose the customer receives an item that is incorrectly ordered. In that case, the driver will issue the customer a credit for return(s) less a 10% restocking fee to be used against the next invoice issued. To prevent order errors, please review your sales order confirmation and call us immediately if there is an error.

Requirements for Returns:

1. The case or item(s) must be in sale-able condition, **unopened**, and not priced so that they can be inspected and placed back into inventory stock.
2. There will be a 10% restocking fee for returns not caused by an Arizona Complete Candy & Tobacco employee to be used with the next invoice.

Credits>Returns due to hidden damage, shortages, warehouse error, or short-dated:

1. Noted at the time of Delivery: Since perishable item(s) are checked in by both the driver and receiver, the driver will issue a credit for these item(s). The credit will be applied to the invoice issued on the day of delivery.
2. Noted after delivery: Credit cannot be issued for perishable and frozen products after the driver leaves the store.

Store Name: _____ Store Number: _____

Printed Name: _____

Signature: _____ Date: _____

---Important Contact Information ---

Customer Service email: order@arizonacomplete.com

Customer Service: (623) 939-5111

Returns Coordinator: Rebbecca Mitchell (623) 939-5111 x 205 or

Rebbecca@arizonacomplete.com



**ARIZONA
COMPLETE**
YOUR RETAIL PARTNER
Candy, Groceries & More

**Fullline Vending Inc. dba Arizona Complete Candy & Tobacco
Customer ACH Set-Up
Updated March 14, 2025
Questions: Rebecca@ArizonaComplete.com
or (623) 939-5111 x205**

Thank you for choosing to convert your account to an ACH draw.

- 1. Payments for all orders placed M-F will be pulled the following Wednesday**
- 2. ACH transactions are required to be initiated 72 hours in advance**
- 3. All rejected transactions will incur a \$60.00 non-sufficient funds penalty**
 - a. If this occurs, you will be required to send a cashier's check to cover the fee plus the invoices that are not paid, and the account will be on credit hold until paid in full.**
- 4. ACH Terms will be in place until we receive a written letter revoking authorization from the bank account owner.**

Company Name: _____ **Name on bank account not store name**

Company ID: _____ **Your account number with us**

Bank ID: _____ **Bank Account Routing Number**

Bank Account Number: _____ **Bank Account Number**

Account Type: ____ **Checking** ____ **Savings**

Bank Account Class Code: ____ **Business Account** ____ **Personal Account**

Email address for notices: _____

Bank Account Authorized Signer Signature **Date**

Office Use Only:

ACH Set-up Date: _____ **First Draw Date:** _____

Completed By: _____ **Notified Customer:** _____

ARIZONA DEPARTMENT OF REVENUE
ATTN: Customer Care and Outreach
PO BOX 29032
Phoenix, AZ 85038-9032



ARIZONA DEPARTMENT OF REVENUE TRANSACTION PRIVILEGE TAX LICENSE NOT TRANSFERABLE

The licensee listed below is licensed to conduct business upon the condition that taxes are paid to Arizona Department of Revenue as required under provisions of A.R.S. Title 42, Chapter 5, Article 1.

2017

ISSUED TO:

Legal Business Name
Address

@

ALL communications and reports MUST REFER to this LICENSE NO.

LICENSE:

START DATE: 05/09/1966

ISSUED: 11/29/2016

EXPIRES: 12/31/2017

LOCATION: CODE 004

Store Name
Address

1600048092656

(B)

these could be different

Exp 12/31/2019

Example:

a = Fullline Vending Inc

b = Arizona Complete

BUSINESS CODE

011 - RESTAURANTS AND BARS

017 - RETAIL

025 - TRANSIENT LODGING

030 - USE TAX FROM INVENTORY

REGION

County info

JURISDICTION

COUNTY

COUNTY

COUNTY

COUNTY

This License is issued to the business named above for the address shown. Licenses, by law, cannot be transferred from one person to another, nor can they be transferred from one location to another. Arizona law requires licensees to notify the Department of Revenue if there is a change in business name, trade name, location, mailing address, or ownership. In addition, when the business ceases to operate or the business location changes and a new license is issued, this license must be returned to the Arizona Department of Revenue. According to R15-5-2201, license must be displayed in a conspicuous place.