

# DIRECT EXPRESS FORM



NOTE: CUSTOMERS ON CREDIT TERMS OF CASH BEFORE DELIVERY (CBD) OR CHECK ON DELIVERY (COD) CANNOT BE SETUP FOR ASHLEY EXPRESS.

CUSTOMER SHIP-TO NAME:

ASHLEY CUSTOMER #:

SHIP-TO#:

(YOU MUST EITHER WRITE THE WORDS "BILL-TO" IN THE SHIP-TO FIELD OR THE SHIP-TO NUMBER. DO NOT LEAVE THIS FIELD BLANK!)

FIRST AND LAST NAME OF CONTACT FOR ASHLEY EXPRESS:

PHONE:

EMAIL:

POSITION/TITLE:

## ORDERS VIA EDI OR ASHLEY DIRECT?

PLEASE CHECK BELOW INDICATING HOW ORDERS WILL BE PLACED FOR ASHLEY EXPRESS:

ASHLEY DIRECT:      OR      EDI:

IF PLACING ORDERS VIA EDI, PLEASE ENTER EDI CONTACT INFORMATION BELOW.

EDI VENDOR COMPANY (SUCH AS RENAISSANCE, IMAGINE):

FIRST/LAST NAME OF EDI CONTACT:

PHONE:

EMAIL:

## FREIGHT OPTIONS

THERE ARE TWO FREIGHT OPTIONS FOR ASHLEY EXPRESS:

- SHIPPING VIA YOUR OWN FREIGHT ACCOUNT WITH FEDEX OR UPS.  
ASHLEY'S CREDIT DEPARTMENT NEEDS TO BE SUPPLIED WITH SALES TAX EXEMPTION CERTIFICATE DEPENDING ON WHICH ASHLEY DISTRIBUTION CENTER(S) EXPRESS ORDERS WILL BE SHIPPED FROM. SALES TAX EXEMPTION CERTIFICATE WILL NEED TO BE PROVIDED FOR EACH OF THE STATES IN WHICH THE ASHLEY DISTRIBUTION CENTER IS LOCATED THAT EXPRESS ORDERS WILL SHIP FROM.
- SHIPPING VIA ASHLEY'S FREIGHT ACCOUNT WITH UPS.  
IF YOU PLAN TO SHIP TO CONSUMERS LOCATED IN THE FOLLOWING STATES, ASHLEY'S CREDIT DEPARTMENT NEEDS TO BE SUPPLIED WITH THE SALES TAX EXEMPTION CERTIFICATE OF THE DESTINATION STATE. IF SALES TAX EXEMPTION CERTIFICATE ARE NOT PROVIDED FOR THESE STATES, YOU SHOULD NOT BE ALLOWING ORDERS FOR THESE STATES TO BE SUBMITTED INTO YOUR SYSTEM, AND ASHLEY'S SYSTEM WILL NOT ACCEPT ORDERS FOR CONSUMERS LOCATED IN THESE STATES.

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## FREIGHT CONTRACT – USING YOUR OWN FREIGHT CONTRACT

- IF SHIPPING VIA YOUR OWN FREIGHT ACCOUNT, PLEASE FILL IN THE BELOW INFORMATION.
- IF SHIPPING VIA ASHLEY'S FREIGHT ACCOUNT, NO NEED TO FILL OUT THIS SECTION.
- PLEASE CHECK BELOW INDICATING WHICH CARRIER WILL BE USED TO SHIP ASHLEY EXPRESS ORDERS:

UPS:                      OR              FEDEX:

PLEASE ENTER THE FREIGHT ACCOUNT NUMBER WITH THE CARRIER:  
(THIS NUMBER IS MOST OFTEN SIX DIGITS FOR UPS AND NINE DIGITS FOR FEDEX)

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), WE WILL NEED TO KNOW WHICH STATES SHOULD SHIP FROM WHICH DC. WE WILL SEND YOU A FORM TO FILL OUT IF SHIPPING THIS WAY.

## FREIGHT CONTRACT – USING ASHLEY'S FREIGHT ACCOUNT

- PLACE CHECK MARK HERE IF USING ASHLEY'S EXPRESS FREIGHT ACCOUNT:
- IF SHIPPING VIA YOUR OWN FREIGHT ACCOUNT, NO NEED TO FILL OUT THIS SECTION.
- PLEASE REMEMBER THAT IF YOU PLAN TO SHIP TO CONSUMERS LOCATED IN ANY OF THE STATES LISTED BELOW, YOU WILL NEED TO PROVIDE ASHLEY WITH THE SALES TAX EXEMPTION CERTIFICATE OF THE DESTINATION STATE..
- PLEASE PLACE A CHECKMARK NEXT TO THE STATES YOU WOULD LIKE TO SHIP ASHLEY EXPRESS ORDERS TO:

CALIFORNIA	KENTUCKY	NEW YORK
CONNECTICUT	LOUISIANA	NORTH CAROLINA
DISTRICT OF COLUMBIA	MAINE	PENNSYLVANIA
FLORIDA	MARYLAND	SOUTH DAKOTA
HAWAII	MASSACHUSETTS	TENNESSEE
IDAHO	MISSISSIPPI	UTAH
ILLINOIS	NEBRASKA	VIRGINIA
INDIANA	NEW MEXICO	

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## LIMITATIONS

- IS THERE A WEIGHT LIMIT ON WHAT CAN BE SHIPPED VIA ASHLEY EXPRESS TO THE END-CONSUMER? 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.

CONTACT NAME:

## RETURN ADDRESS

- WE DO NOT EXPECT ANY RETURNS TO COME BACK TO ASHLEY FURNITURE. ON OCCASION, ASHLEY MAY RECEIVE FREIGHT DAMAGES RETURNED AND WE WILL WORK AS QUICKLY AS POSSIBLE WITH YOU TO SATISFY THE CONSUMER. IF THERE ARE ANY RETURNS, WHAT ADDRESS SHOULD THEY BE TAKEN TO?
- RETURNS WILL GO TO: SHIP TO ADDRESS:                      OR                      DIFFERENT ADDRESS:  
(IF DIFFERENT THAN THE SHIP TO ADDRESS, FILL IN RETURN ADDRESS INFORMATION)

NAME:

ADDRESS 1:

ADDRESS 2:

CITY:    STATE:                      ZIP CODE:    COUNTRY:

- FORM COMPLETED BY:

NAME:

TODAY'S DATE:        /        /

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## ASHLEY EXPRESS CHECKLIST

- TO GET A LIST OF ITEMS THAT ASHLEY HAS APPROVED AS AVAILABLE TO SHIP VIA ASHLEY EXPRESS, PLEASE GO TO THE PRODUCT CATALOG IN ASHLEY DIRECT AT THE TOP OF THE PAGE, SELECT THE CUSTOMER/SHIP-TO. WITHIN THE PRODUCT CATALOG IN THE LEFT-HAND NAVIGATION BAR UNDER QUICK FILTERS, CHECK THE BOX NEXT TO 'ASHLEY EXPRESS' AND CLICK ON THE SEARCH BUTTON. ONCE THE SEARCH RESULTS HAVE BEEN RETURNED, YOU HAVE THE OPTION TO EXPORT TO EXCEL. SIMPLY CLICK ON THE EXPORT TO EXCEL ICON IN THE TOP RIGHT-HAND CORNER OF THE PRODUCT CATALOG PAGE TO VIEW THE ASHLEY EXPRESS ITEMS.
- IF 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. AT THE TOP OF THE PAGE, SELECT THE CUSTOMER/SHIP-TO. WITHIN THE PRODUCT CATALOG IN THE LEFT-HAND NAVIGATION BAR UNDER QUICK FILTERS, CHECK THE BOX NEXT TO 'ASHLEY EXPRESS' AND CLICK ON THE SEARCH BUTTON. ONCE THE SEARCH RESULTS HAVE BEEN RETURNED, THE LIST SHOULD BE EXPORTED TO EXCEL. SIMPLY CLICK ON THE EXPORT TO EXCEL ICON IN THE TOP RIGHT-HAND CORNER OF THE PRODUCT CATALOG PAGE TO VIEW THE ASHLEY EXPRESS FREIGHT PER ITEM.

## SHIPPING EXPRESS TO CANADA

PLEASE ONLY FILL OUT THE BELOW INFORMATION IF SHIPPING VIA ASHLEY EXPRESS TO CANADA.

- DEALER MUST HAVE A FREIGHT ACCOUNT 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](mailto:ASHLEYEXPRESS@ASHLEYFURNITURE.COM)