

Accounting Policies/Procedures

- Accounting needs a minimum of 5 working days to process a credit application.
- Established Credit Line Orders can be no more than 10% over the Approved Limit.
- Accounts that go past due more than 15 days will be put on Credit Hold until paid current.
- Accounts that exceed the 10% over Credit Limit will be put on Credit Line Hold until paid within established credit limit.
- Any revisions to a Purchase Order MUST be approved by customer (a signature by the customer is required to show approval) and the revised copy sent to accounting.
- It is helpful for customers to prepay their first couple of order to allow accounting time to process their credit application, this will help assure faster front end turn times.
- Internal AMI Note: All the documents marked with * should be turned in by the customer's sales representative.