

## Corporate Headquarters

2300 Bright Road  
Findlay, OH 45840  
800.427.1704  
www.friendsoffice.com



# FriendsOffice Rewards Application

Become a FriendsOffice Rewards customer and start earning points on your purchases!

### Guidelines for Redemption:

1. Your account must be within payment terms.
2. Your order must be paid in full, before you can redeem the points each order has earned for you.
3. Redemptions cannot occur within 30 days of invoice date.
4. Redemptions can take at least 2 weeks to process after the 30 day period.
5. To see a full list of available reward products, visit [friendsoffice.com/rewards](http://friendsoffice.com/rewards)
6. Rewards include TVs, headphones, tablets, and more of your favorite products!



### How it works:

Our rewards program is simple. For every order over \$50 that you make online, you receive one (1) reward point. You are able to accrue your points and use them however you like, but all points automatically expire on January 31st the following year.

Special orders and furniture pieces that are not ordered online do not qualify for rewards points. Please see your account manager with questions.

Please fill in the following information to enroll:

Name	
Company	
Account Number	
Email	
Phone	

Please note that all reward points will accumulate company-wide and be redeemed by one purchaser. How you distribute the rewards is up to you and should comply with your own company's internal policies.

Your distribution of rewards is in no way attributed to FriendsOffice.

By signing below, you are authorizing that you are the purchasing decision maker for your organization.

Signature	
Date	

**\*Send completed form to [customeradmin@friendsoffice.com](mailto:customeradmin@friendsoffice.com)**

\*Point values and items are subject to change. FriendsOffice cannot guarantee the availability of reward products. Due to extensive tiered pricing, rebates and discounts already applied to net cost, all of our education, government and Premier Healthcare Alliance customers are not eligible to apply for our Rewards program. Taxes, delivery charges, coupons, and gift cards do not count toward earning rewards. FriendsOffice reserves the right to revise and/or cancel this program at any time without prior notice.