



## Ordering from Indoff LLC

\*\*note ahutton.com is just our marketings and sales site. All business is through Indoff LLC .

Indoff LLC is a located at 11816 Lackland Road, St. Louis MO 63146. [www.indoff.com](http://www.indoff.com)  
Our federal I.D. number is 43-0964848 and Dunns # is 54946. (314)997-1122  
Invoices will be sent to you from St. Louis but payments go to a bank dropbox at  
Indoff LLC  
P.O. Box 842808  
Kansas City, MO 64184-2808

All the quoting, order entry and customer service is done form the CT office so please contact us in CT for everything.

CT Office	Operations, Credit, Order Entry
Indoff Inc.	Jennifer Hemstock
10 Stetson St.	jen@ahutton.com
Wallingford, CT 06457	860-632-2026 x116
	fax 860-632-2028

### How To Pay Us:

We prefer working with Purchase Orders on open account terms. If you have any Indoff Inc. in your system, that is us and will work. Purchase Orders should be emailed to Jen . Jen will also tell you if the new order is Ok with our credit department.

New Customers: We prefer open accounts (see below) but we do take all major credit cards.

please email Jen or Allen the following:

Your cedit application should include: 3 trade references.

Your bank name, Account Manager and account number.

Name of your controller or accounts payable contact.

Fed. ID #, number of years in business, etc. are also helpful

please include any sales tax forms or we will charge sales tax

Or ask us to send you a credit application.

Deposits: Please send to Wallingford CT office. If sent to dropbox it will cause 1-2 week delay.

We look forward to serving you and if any problems arise, or you need my help feel free to contact Allen Hutton the Branch Manager at 860-632-2026 X111 [ahutton@ahutton.com](mailto:ahutton@ahutton.com)

2/12/2024