



Wittock Kitchen and Bath

Division of Standard Electric Company

Branch: _____

APPLICATION FOR BUSINESS CREDIT ACCOUNT

Return completed applications to: email address: nate.hebl@standardelectricco.com, Mail to: P.O. box 5289 Saginaw, MI 48603-0289, Fax: (989) 497-2101

Credit application consists of a three pages and a one page Michigan Sales and Tax Certificate of Exemption form. All sections of both forms must be completed in their entirety and returned to the Credit Department before consideration will be given to any request. This application is for the confidential use of the Credit Department.

BILLING INFORMATION

Account Name: _____

Address: _____ P.O. Box: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Fax: _____

Company Web Site: _____

Email Address: _____

Preferred method to receive invoices and statements: Email Fax Regular Mail

SHIPPING INFORMATION (if different than billing)

1. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

BUSINESS INFORMATION

Type of Business (Please Describe): _____

Business Started: _____ Number of Employees: _____

Business is: Individual/Proprietorship Partnership LLC Corporation Division Subsidiary

Name and address of parent company if a division or subsidiary: _____

Federal Tax ID number: _____ SIC Code: _____ DUNS Number: _____

Corporate Officers

Owners or Partners

President	
Vice Pres	
Sec-Treas-CFO	

Purchasing Agent/Buyer: _____ Phone: _____

Email Address: _____ Fax: _____

Accounts Payable Contact: _____ Phone: _____

Email Address: _____ Fax: _____

BANK REFERENCE

Bank Name Address: _____

Account Number: _____ Loan Officer/Contact Person: _____

Phone: _____

CREDIT REFERENCES

Please list three credit references with whom you have open account credit, preferably material suppliers, including other electrical distributors. If new in business with no established credit references, please list four personal references other than family.

IMPORTANT: Fax numbers are required for timely processing of this application.

1. Name: _____ Address: _____
 City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____
 Email: _____
2. Name: _____ Address: _____
 City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____
 Email: _____
3. Name: _____ Address: _____
 City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____
 Email: _____

ACCOUNT REQUIREMENTS

Estimated monthly purchases: \$1K or under \$5K - \$10K \$10K - \$25K Over \$25K

Purchase Order Numbers Yes No Monthly Statement Yes No

NOTE: A Michigan Sales and Use Tax Certificate form accompanies this application. Sales tax will be added to all orders until the completed exemption form is returned.

TERMS

PAYMENT TERMS: CASH DISCOUNT AS STATED ON OUR INVOICE: 10TH PROX., OR NET 30 DAYS

A SERVICE CHARGE OR 1.5% PER MONTH OR 18% PER ANNUM WILL BE ADDED TO PAST DUE BALANCES.

No stock goods will be accepted for return without approval. An automatic 15% restocking charge will be applied to purchases over thirty days old. Returns on specially ordered merchandise will be subject to factory inspection and restocking charge plus transportation charges. All claims for shortages or damages must be made within 48 hours of delivery.

I hereby certify that the above statements are true and complete and are made for the purpose of obtaining credit.

I hereby authorize Standard Electric Company to contact the above references and bank.

Signature (required) Title

Print Name Date

OFFICE USE ONLY

OFFICE USE ONLY							Branch Use	
Date Received		D&B	Notes:				Br.Mgr:	
Acct		Div/whs	Trm 1	Tax	Type	OSM1	OSM2	Br#
OSM3	PT N	STMT 0	SVC	SVC% 1.5	D-Days 30	CR-LMT		Sism:
CD	P-Col	D-G	P/O	Mgr	Misc	Contract>>		Remarks:
ISM2							form date 9/26/2007	

TERMS AND CONDITIONS

(The following section must be READ, SIGNED, and RETURNED with the Credit Application)

1. **GENERAL TERMS:** This is a memorandum of the terms and conditions of sale. Modifications, changes, additions, cancellations or suspensions will not be binding unless accepted in writing. When your orders contain provisions inconsistent with the provisions of the invoice, ours shall prevail and any changes in quantities ordered are subject to price revision if necessary.
2. **TITLE AND RISK:** Unless otherwise specified in writing, the Seller retains title until payment is received by Seller. Irrespective of this provision, and of the provision concerning prices and transportation charges, risk of loss or damage shall pass to Buyer or to any common contract carrier, as the case may be, whichever first occurs. If we assist Buyer in processing claims against carriers, we shall not incur any liability therefore.
3. **DELAYS:** All estimates as to deliveries are based upon conditions prevailing at date of quotation and Seller will use his best efforts to meet the estimated delivery date. In the event there are delays in deliveries, the Seller shall not be liable therefore and the Buyer agrees to accept such deliveries when made by Seller. If the Seller is unable to deliver material on account of Buyer's orders or contracts for any of the following causes, inadequacy of labor, fuel, power, materials, facilities of supplies, strikes, lockouts, war, blockages or embargoes, acts or requirements of any State or beyond reasonable control of the Seller, whether of a similar or different nature than the foregoing, the Seller may cancel the Buyer's order or contract with respect to such material without liability to either party.
4. **CANCELLATION:** Orders shall not be canceled except upon mutual agreement. Seller will not in any event agree to cancellation when special stock has been manufactured to order, because of any price changes.
5. **CREDIT POLICY:** Payments of each invoice whether or not such invoice covers the entire order, shall be made in accordance with the terms of payment which are effective on the actual date of invoice; cash discount, when allowed does not apply to State or Federal taxes, transportation charges or containers. Past due accounts are subject to an Administrative Late Charge of 1.5% per month. In the event that legal action is required for collection of past due monies, Buyer shall pay all attorney's fees and court costs.
6. **ADEQUATE ASSURANCE OF PERFORMANCE:** If the Buyer fails to fulfill the terms of payment of any invoice or if the financial responsibility of the buyer shall become impaired or unsatisfactory to the Seller, or if necessitated by any acts of governmental authority, the Seller reserves the rights to change terms of payment and/or deter or discontinue further shipments without prejudice to any other lawful remedy, until past due payments are made and satisfactory assurances of Buyer's credit standing are received by the Seller or until such acts or requirements of such governmental authority shall have been complied with. The Seller also reserves the right in the case of any of the foregoing events to cancel the contract, in which event the Buyer shall compensate the Seller for any commitments, obligations, expenditures, expenses and costs the Seller may have incurred in connection with the contract. Each shipment by the Seller shall be considered a separate transaction and if payment is not received therefore within the periods specified herein, the Seller may bring a separate suit to recover the contract price of each such shipment.
7. **BUYER'S INSPECTION DUTIES:** As soon as the goods are delivered to Buyer, Buyer shall inspect the goods, whether or not the inspection of the goods is difficult due to size of the goods or manner of packaging of the goods. Notice in writing shall be given with 48 hours of receipt of goods of any defects or omissions. Failure to give written notice specifying in detail the objections of the Buyer, within 48 hours after receipt shall constitute irrevocable acceptance of the goods. Goods subject to complaint must be kept intact and protected until Seller has had a reasonable opportunity to inspect the goods and arrange for repair or replacement of the goods.
8. **LIMITATION OF DAMAGES OR BUYER'S REMEDIES:** The goods sold are warranted to be free from defect in material and workmanship for a period set forth by the manufacturer. NO OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE MADE BY THE SELLER. SELLER HEREBY EXCLUDES ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL SPECIAL, INCIDENTAL AND CONSEQUENTIAL DAMAGES, ONE OR MORE OF THE EXCLUSIONS MAY NOT APPLY TO CONSUMER PURCHASES LOCATED IN SUCH STATES. Buyer's exclusive remedy on account of the furnishing of material that does not conform to this contract shall be, at Seller's option, to secure replacement thereof or payment of the claim (which shall not exceed the purchase price of goods in respect of which such claim is made); in no event shall Seller be liable for special, indirect, or consequential damages.
9. **BUYER'S HOLD HARMLESS:** The Seller shall not be liable for infringement of any patents, domestic or foreign, arising out of use, installation or resale of material to be furnished under this proposal. If such material is manufactured or furnished by the Seller in accordance with the Buyer's instructions or specification, the Buyer will keep the Seller harmless from liability or expense of any nature or kind whatsoever based on or arising out of any claim for infringement of any patent, domestic or foreign.
10. **TAXES:** Quoted prices do not include tax. If we are required to pay or collect any tax, excise, duty or levy now or thereafter exacted or imposed by any governmental authority on the manufacture, sale, delivery, and/or use of any item delivered, an additional charge will be made therefore unless we are furnished with a proper exemption certificate in those cases where its use is authorized by law.
11. **LIMITATIONS OF SELLER'S RESPONSIBILITY:** Seller is a material supplier only, and not a building contractor. Seller is not responsible for architectural plans, job site or field measurements, costs of job site rework, cost of delay damages or other installation costs. No claims by Buyer for installation or removal costs of defective material will be honored by us, nor will claims for right to recover by securing substitute goods or any other special, consequential, or incidental damages.
12. **AUTHORITY OF SELLER'S AGENTS:** No agent, employee, or representative of Seller, has any authority to bind Seller to any affirmation, presentation, or warrant concerning the goods sold, unless an affirmation, representation, or warranty made by an agent, employee, or representative is specifically included within this writing, it has not formed a part of the bases of this bargain and shall not in any way be enforceable.
13. **MODIFICATION:** These terms and conditions of sale can be modified or rescinded only by a writing signed by Seller.
14. **CONSTRUCTION AND VENUE:** This agreement shall be interpreted under the Uniform Commercial code as adopted in the State of Michigan and jurisdiction and venue for the resolution of any dispute arising from this agreement shall be in any judicial district in the County of Saginaw as selected by Seller. The provisions of this agreement are severable. Unenforceability or waiver of any of the provisions shall not affect the remaining provisions.

Please sign and return to Standard Electric Company.

We understand, acknowledge and accept Standard Electric Company's terms of sale and certify that the information given is true and correct.

Company Name

Date

Signature (Required)

Title

Michigan Sales and Use Tax Certificate of Exemption

DO NOT send to the department of Treasury. Certificate must be retained in the Seller's Records. This certificate is invalid unless all four sections are completed by the purchaser.

SECTION 1 - CHECK ONE OF THE FOLLOWING

- One time purchase
Order or Invoice Number: _____
- Blanket certificate.
Expiration Date (maximum of four years): _____
- Blanket Certificate. Recurring business relationship

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor list below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address

Standard Electric Company 2650 Trautner Drive Saginaw, MI 48604

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following

1. All items purchased
2. Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

1. For Resale at Retail - Sales Tax License Number: _____
2. For Lease. Enter Use Tax Registration Number: _____

The following exemptions Do Not require the purchaser to provide a number:

3. For Resale at Wholesale
4. Agricultural Production. Enter Percentage: _____%
5. Industrial Processing. Enter Percentage: _____%
6. Church, Government Entity, Nonprofit School, or Nonprofit Hospital. (Circle type of organization.)
7. Nonprofit Internal Revenue Code Section 501(c)(3) and 501(c)(4) Exempt Organizations (must provide IRS authorized letter with this form).
8. Nonprofit Organizations with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form)
9. Rolling stock purchased by an Interstate Motor Carrier
10. Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Type of Business (see codes on last page)	Business Name
Business Address	City, State, Zip Code
Business Telephone Number (include area code)	Name (print or type)
Signature and Title	Date Signed

Instructions for completing Michigan Sales and Use Tax Certificate of Exemption

The purchaser shall complete all four sections of the exemption certificate to establish a valid exemption claim. A seller must meet a "good faith" standard required by law. "Good faith" means that the seller received a completed and signed Certificate of Exemption from purchaser. Seller must retain the exemption certificates for a period of at least four years.

Michigan does not issue "tax exemption number". Seller should not accept a number as evidence of exemption from sales and tax. A purchaser who claims exemption for "resale at retail" or "for lease" must provide the seller with an exemption certificate and their sales tax license number or use tax registration number.

Section 1:

Place a check in the box that describes how you will use this certificate.

- a) Chose "one time purchase" and include the invoice number this certificate covers.
- b) Choose "blanket certificate" is there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.
- c) Choose "blanket" and enter the expiration date (maximum four years) when there is a period of more than 12 months between sales transactions.

Print the vendor's name and address in the area provided

Section 2:

Place a check in the box for "All items purchased" or choose "limited to" and list the items that are covered by the exemption claims.

Section 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

Section 4:

Use the number that describes your business or explain any other business type not provided.

01	Accommodation	09	Transportation
02	Agricultural	10	Utilities
03	Construction	11	Wholesale
04	Manufacturing	12	Advertising, newspaper
05	Government	13	Hospital
06	Rental or Leasing	14	Educational
07	Retail	15	501 c3 or 501c4
08	Church	16	Other

Print your name of the business, address, city, state, and zip code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY,