



Tower Supply Co

CUSTOMER CREDIT APPLICATION

Thank you completing our credit application. Please return the fully completed application to Tower Supply Company Inc. Be sure to include this cover page and any other pertinent information that will assist Tower Supply Company Inc. in processing your application. All questions regarding your application should be directed to our billing department.

If the material you are purchasing is for resale, please request a resale certification from our billing department; complete form and submit with the credit application.

Under normal circumstances it takes four to five days to process your application. Please understand, we are dependent on your references responding to our request for information, so please be sure to include any and all necessary information.

Thank You!

Company Name: _____

AP-Contact: _____

Contact Phone: _____

Contact e-mail: _____

Preferred method of contact (*please circle one*): PHONE / E-MAIL

Are emailed invoices ok?: Yes/ No /Other: _____

Statements required? (*please circle one*): YES / NO

Preferred NET Terms _____ Days

Preferred Amount \$ _____



Tower Supply Co.

CUSTOMER CREDIT APPLICATION FORM & AGREEMENT

Business Information:

Company Name: _____

Billing Address: _____ City _____ State _____ Zip _____

Phone: _____ - _____ - _____ Fax: _____ - _____ - _____ Federal Tax ID: _____ - _____

Sales Tax Resale # _____ * Yrs. in Business: _____

Date Business Started: ____/____/____ Nature of Business: _____

Type of Entity: Corporation _____ Partnership _____ Sole Proprietorship _____ Other _____

(Please Check One)

Purchase Orders Required? Y ___ /N ___ Purchasing Manager: _____

Owner/Officers: _____ Title _____

Home Address: _____ City _____ State _____ Zip _____

Home/Cell Phone: _____ - _____ - _____ Driver License # _____ State _____

(Please Circle One)

Bank Information

1. Bank Name: _____ Account #: _____ Phone: _____ - _____ - _____

Address _____ City _____ ST _____ Zip _____ Contact: _____

Credit References

1. Business Name: _____ Phone: _____ - _____ - _____

Contact Name: _____ Email: _____

2. Business Name: _____ Phone: _____ - _____ - _____

Contact Name: _____ Email: _____

3. Business Name: _____ Phone: _____ - _____ - _____

Contact Name: _____ Email: _____

Any and all information is held in the strictest confidence.

Terms and Conditions

In consideration of Tower Supply Company Inc. (hereinafter collectively seller) extending credit to the Applicant agrees to pay for all items delivered to or at the request of the applicant within 30 days of invoice date. The applicable cash discount may be taken if Seller's invoice is paid no later than the 10th day of the invoice date. All accounts are due and payable at the remittance address shown on the Seller invoice. Applicant acknowledges that a monthly service charge may be issued on all sums due to Seller, which have not been paid within (30) days from the invoice date, and Applicant agrees to promptly pay said service charge. The service charge shall be 1.5 % per month, but not to exceed the highest amount lawfully allowed by contract in the state in which this application is executed; it shall be issued on the (31st) day after the original invoice date; and an additional service charge, computed on the same basis, shall be made every (30) days thereafter. Waiver of any one or more service charges shall not be deemed to be a waiver of future charges. Applicant further agrees with regard to such services charges, Applicant and seller are parties to a written contract. Applicant agrees to notify seller in writing of any changes in ownership or status of ownership and further agrees that, notwithstanding any change in ownership, status of ownership, business form or entity, all charges incurred will remain the responsibility of the applicant unless agreed to by seller in writing.

In case any default in relationship to any transactions made pursuant to this Application, Applicant shall pay Seller's reasonable attorney's and collection fees and costs, whether or not any action is filed, including without limitation such fees and costs related to collection, arbitration, trial and on any appeal, review or reconsideration thereof, and any such fees or costs incurred after any award or judgment is entered. Jurisdiction and venue for any legal action shall be held in Riverside County, California. This application shall be governed by and construed in accordance with the law of jurisdiction in which Seller elects to bring an action without resort of principles of conflicts of law. If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remainder of this agreement will continue in full force and effect. The undersigned warrants that the above agreement has been carefully read and Applicant understands the same.

BY COMPLETING AND RETURNING THIS APPLICATION TO TOWER SUPPLY COMPANY INC. THE APPLICANT REPRESENTS THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT. APPLICANT AUTHORIZES SELLER TO OBTAIN CREDIT AND FINANCIAL INFORMATION CONCERNING APPLICANT AT ANY TIME AND FROM ANY SOURCE FOR THE PURPOSE OF EVALUATING APPLICANT'S CREDITWORTHINESS IN CONNECTION WITH THIS APPLICATION.

BY SIGNING BELOW, APPLICANT EXPRESSLY AGREES TO ALL THE TERMS OF THIS APPLICATION.

SIGNATURE PRINT NAME TITLE DATE / /

(For Official Use Only)

Sales Rep: _____ Credit Limit: _____ Account No. _____ Date: _____

D & B Rating _____ Approved by _____



Tower Supply Co.

Order & Shipping Policy

Invoice Discrepancies:

Tower Supply Company Inc. must be notified of any discrepancies on quantity or pricing within 10 days of marked invoice date.

Submitting Purchase Orders:

All purchase orders must be in formal PO format and submitted to Sales@towersupplyco.com. This applies to both Credit Card orders and open account orders.

Purchase Order Minimum:

All purchase orders eligible for in-house local delivery are subject to a minimum of \$100.00. This does not include the 3% CC surcharge or delivery fee (if applicable). This minimum applies to a single PO shipping to one (1) address. Multiple delivery addresses within a single PO will incur multiple delivery charges. All purchase orders eligible for complimentary in-house local delivery services must be within a 25/mile radius. Any delivery addresses outside the complimentary 25/mile radius and/or any PO not exceeding the \$100.00 minimum will be subject to a delivery fee of \$40.00 (Not to exceed 50/miles).

Shipping and Handling Charges:

Shipping and handling charges are based on total weight and dimensions of your order. Oversized and/or heavy items may incur additional shipping costs. This charge may not be calculated until the order is being prepared. We will notify you if there is an increase in the shipping charge for your order prior to billing and shipping. We ship via UPS Ground/Air or US Postal Service in the continental US. Shipments to Alaska & Hawaii and International orders will have an additional shipping cost applied.

Standard Ground Shipments:

Standard Ground Shipping will ship 1-2 days after receipt. Please allow 4-10 business days for delivery of non-back ordered items in the continental US. Allow additional time for shipments to Alaska, Hawaii and International Orders.

Next Day/2 Day Air Shipments:

Next Day and 2 Day orders will ship the same day if received before 12:00 pm PST. All orders received after 12:00 pm PST will be shipped the following day. Expedited freight requests must be present on a PO when conveyed to [Tower Supply Company Inc.](#) Orders will not be shipped as expedited freight without a formal written request.

Order Cutoff times:

The following guidelines will apply on all orders conveyed to [Tower Supply Company Inc.](#) for standard products that we maintain in stock. Orders received after 4:00 pm PST will be processed the following day.

Changes to Purchase Order:

Once a purchase order has been processed and an invoice has been issued, there is a 24-hr. grace period to make any changes to the issued PO. After the 24-hr. grace period, no changes can be made. Your option is to cancel the order and submit a revised PO that will be entered with a new shipping date. Once an order has been packaged (Typically 1 day before the ship date), a cancellation charge may be assessed.

Freight Claims:

Whether a shipment is Collect or prepaid it is important to sign off on the Delivery Receipt correctly. If there is obvious damage, the Delivery Receipt should be signed as damaged to allow either you or [Tower Supply Company Inc.](#) to initiate a claim on the carrier. If a shipment appears to have damage but it is not obvious, sign the Delivery Receipt as subject to inspection. If a Delivery Receipt is signed as clear, the ability to file a valid claim will be compromised. Always take pictures of damaged freight and submit to [Tower Supply Company Inc.](#) accordingly.

Validity and Price Guarantee:

In the event a product is listed at an incorrect price or with incorrect information due to typographical error or incorrect product information received from our suppliers, [Tower Supply Company Inc.](#) shall have the right to refuse or cancel any orders placed for product listed at the incorrect price. [Tower Supply Company Inc.](#) shall have the right to refuse or cancel any such orders regardless if the order has been confirmed and the sale has been processed. If your credit card has already been charged for the purchase and your order is deemed canceled, [Tower Supply Company Inc.](#) shall immediately issue a credit refund in the amount of the initial charge. Prices and product availability are subject to change without notice.



Tower Supply Co.

Return & Exchange Policy

General:

All returns must be postmarked no later than 30 days from the original PO date. Returns and exchanges must be in new condition and must include all instructions and original packing material. Customer pays all return shipping charges. Include a copy of your packing list with all returns. Original shipping and handling charges are not refundable. Returns must be preauthorized by Tower Supply Company Inc. and are subject to a 15% re-stocking fee. These amounts will be deducted from the original amount billed and the remaining balance will be credited to the original credit card.

Incorrect Item:

If you received an incorrect item, no extra charges will be incurred. We will replace incorrect items and pay the additional shipping charge.

Customer Order Error: Incorrect customer orders can be exchanged for any other item without paying the restocking fee. However, the customer will pay the additional balance if any, as well as any shipping and handling charges.

Return Shipping Instructions:

If applicable, Return via prepaid UPS or USPS mail. Insure shipment for full value of purchase. Use original packaging. We are not responsible for packages lost during return shipping.

Return Exchange Instructions:

Enclose a copy of your packing list or E-mail Invoice along with detailed return/exchange instructions to Sales@Towersupplyco.com. Please send all exchanges and returns to Tower Supply Company Inc.

Back Ordered Items:

If an item is back ordered, we will notify you via e-mail. Any back ordered shipments scheduled more than 30 days after the initial order date will be notified via email and given the cancellation option.

Filling Back Orders:

All Back orders will be filled before new orders when the back ordered items become available.

Product Liability Disclaimer:

"No claims, representations or warranties, whether expressed or implied, are made by Tower Supply Company Inc. as to the safety, reliability, durability and performance of any of our companies' products. Furthermore, our company accepts no liability whatsoever for the safety, reliability, durability and performance of any Tower Supply Company Inc. products."

BY SIGNING BELOW, APPLICANT EXPRESSLY AGREES TO ALL TERMS OF THIS APPLICATION.

SIGNATURE

PRINT NAME

TITLE

____/____/____
DATE