



965 Wanda
Suite D
Ferndale, MI 48220

INSTRUCTIONS

This is our Credit and Sales Agreement Packet. It is designed to service both new and existing customers.

New Customers

These are the forms used to establish an account with Custom Hollow Metal LLC.

Existing Customers

Custom Hollow Metal is in the process of updating its customer database to ensure that the customer information we have is accurate. This packet will be sent out annually and completion of it is required to maintain your account with Custom Hollow Metal LLC.

Forms

Credit and Sales Agreement – Please complete ALL items outlined on this form. Provide all information including complete names and addresses to avoid delays in processing. Read and sign the application (proprietorship-the owner must sign; partnership-ALL partners must sign; corporation-an authorized officer must sign).

Resale Certificate (Out of State Customers) – Complete and forward a signed resale certificate applicable to your state if you are purchasing from Custom Hollow Metal LLC for resale.

Michigan Sales and Use Tax Certificate of Exemption – Please complete ALL four sections.

To begin processing, the Credit and Sales Agreement and Resale Certificate may be faxed back to us at (248) 654-8185 or emailed to brett@chmdoors.com. Please note that we must receive the signed and dated originals before your account can be completely processed. Thank you for your cooperation and if you have any questions please call (248) 654-8186.



Credit and Sales Agreement

ADDRES

Date _____
Company _____
Salesperson _____
Address _____
City, State, Zip _____
Phone Number _____
Facsimile Number _____
Salesperson Email _____

Accounts Payable Contact _____
Accounts Payable Phone Number _____

Have you ever done business with us before? _____
Have you or your company been known by any other name? If so,
explain _____

High Credit Applying For _____

OWNERSHIP

In business since _____ Month _____ Year
Federal I.D. Number _____
Nature of Business _____

☐ Corporation ☐ Partnership ☐ Sole Proprietor

State of Incorporation _____

Principal Owner _____
Title _____
Address _____
City, State, Zip _____
SSN _____

Principal Owner _____
Title _____
Address _____
City, State, Zip _____
SSN _____

BANK REFERENCES

Account Number _____
Bank Name _____
Address _____
City, State, Zip _____
Contact Person _____
Phone Number _____

Account Number _____
Bank Name _____
Address _____
City, State, Zip _____
Contact Person _____
Phone Number _____

TRADE REFERENCES

Company Name _____
Address _____
City, State, Zip _____
Contact Person _____
Phone Number _____
Fax Number _____
High Credit _____
Date Opened _____
Current Balance _____

Address _____
City, State, Zip _____
Contact Person _____
Phone Number _____
Fax Number _____
High Credit _____
Date Opened _____
Current Balance _____

Company Name _____
Address _____
City, State, Zip _____
Contact Person _____
Phone Number _____
Fax Number _____
High Credit _____
Date Opened _____
Current Balance _____

Company Name _____
Address _____
City, State, Zip _____
Contact Person _____
Phone Number _____
Fax Number _____
High Credit _____
Date Opened _____
Current Balance _____

Company Name _____



TERMS AND CONDITIONS OF SALE

GENERAL

All prices are subject to change by Seller without notice. Buyer shall pay or reimburse Seller for all applicable taxes. All theft, loss or damage to material from any cause after delivery shall be the responsibility of the Buyer.

ACCEPTANCE

Buyer shall have accepted the material or goods upon the first of the following to occur: use of the material in construction or 30 days after delivery.

RETURNS

All claims and returned material must be accompanied by the applicable receipt or purchase order and must be returned within 30 days of delivery. Returned materials are subject to an inspection and handling charge. Custom, fabricated and non-stock materials are not returnable.

MATERIAL DELIVERY

Delivery shall be made at a location per instruction of Buyer. Seller shall not be liable for failure of or delay in delivery resulting from causes beyond the control of Seller, including but not limited to shortage of raw material and/or fuel, labor or transportation difficulties, failure of manufacturing facilities, acts of God, civil strife, casualty or weather conditions. Unless otherwise noted, all deliveries are FOB and any and all charges are the responsibility of Buyer.

PAYMENT

All payments are due within 30 days of invoice date. Cash discounts, if indicated, will be given only if paid within 10 days and providing there are not past due items. Any invoice not paid within 30 days of the statement date is subject to a time price differential of 1.5% per month (18% annual rate). Payments made shall be first credited against the service charge by age and then to the oldest invoice. Should the account be placed for collection with Seller's attorney, Buyer agrees to pay all the costs of collection, including all attorney fees, incurred by Seller.

PERSONAL GUARANTY

I, we (in the event more than one person signs this guaranty), for and in consideration of the extension of credit by Custom Hollow Metal LLC., or any assumed name, trade name or fictitious name under which it trades or does business (hereinafter known as "CHM"), to the Buyer identified above, hereby **PERSONALLY GUARANTY, JOINTLY AND SEVERALLY**, the full and prompt payment to **CHM** of all indebtedness or other liability which the Buyer at any time hereinafter owes to **CHM**, together with interest and all costs of collection, including costs of enforcing this guaranty. I (we) waive diligence on the part of **CHM** in the collection of any indebtedness and agree that **CHM** will be under no obligation to notify me (us) of the acceptance of the guaranty or of any credit extended on the face of this guaranty, or of any renewals or extensions of the indebtedness. **CHM** will have the privilege of granting renewals and extensions, as it may deem proper. The liability of the undersigned shall not be affected by the amount of credit requested or extended. I (we) waive notice of nonpayment, protest, and notice of protest with respect to the indebtedness covered by this guaranty. It will not be necessary for **CHM**, in order to enforce payments by me (us) of the indebtedness, to first initiate suit or pursue or exhaust its remedies against the Buyer or against any other security, which **CHM** may have. This is a continuing guaranty and may only be revoked if the Buyer serves written notice of said revocation by certified mail, return receipt requested, upon **CHM** at the above-indicated address. A revocation will not affect any of my (our) obligations under this guaranty with respect to indebtedness incurred pursuant to the guaranty nor will it affect any obligation of any other guarantor signing this guaranty. If this guaranty is signed by more than one person, suit may be brought against the guarantors, **JOINTLY AND SEVERALLY**, and against any one or more of them, less than all, without impairing the rights of **CHM**, its successors or assigns, against the others of the guarantors; and **CHM** may compromise and settle with any one of the guarantors for the sum as it may see fit and release any of the guarantors from all further liability to **CHM** for the indebtedness without impairing the right of **CHM** to demand and collect the balance of the indebtedness from others of the guarantors not so released.

The undersigned does hereby agree to the terms of credit and further hereby guarantees all indebtedness. The undersigned hereby signs this agreement and binds the foregoing business to the terms in the Credit and Sales Agreement and the individual(s) signing below as to the terms of the Guaranty above. The undersigned agrees that no terms or conditions may be modified, deleted or added without the written consent of the **CHM** signed by an officer or authorized representative of the **CHM**. The undersigned does hereby state that the information in this application is true and correct, and can be relied upon by **CHM**.

The undersigned does hereby authorize any bank or trade reference with which I am doing business with to release credit information to Diamond Y Door Solutions, or any assumed name or fictitious name or trade name under which it trades or does business for the purpose of establishing eligibility for new or continued credit.

Company Name _____

Company Name _____

Signature _____

Signature _____

Print/Type Name _____

Print/Type Name _____

Date _____

Date _____