



CREDIT PACKET INSTRUCTIONS

SMC would like to thank you for your interest in doing business with us. We will do everything we can to deliver quality products and services to help your company become more successful. If you have any questions, please contact your account representative. **Send completed application to Melanie Steck (msteck@smcelectric.com)**

PG. 2: CREDIT APPLICATION

This form needs to be filled out completely and signed either by the owner of the company or an authorized officer of the company. If you have a prepared list of references you may attach it to the application instead of writing them on the application.

PG. 4: PERSONAL GUARANTY

This form needs to be filled out completely and signed by all owners and, if married, by their spouses. If your organization is a publicly traded company or government entity, this form is not needed.

PG. 5: RETURN GOODS POLICY

This form states our company's return goods policy and is for informational points only. You do not need to return it to us.

PG. 6: SMC'S TERMS & CONDITIONS OF SALE

To view SMC's full Terms and Conditions, please visit SMCELECTRIC.COM/TERMS-CONDITIONS/



CREDIT APPLICATION

BILLING ADDRESS **SHIPPING ADDRESS**

NAME _____			NAME _____		
ADDRESS _____			ADDRESS _____		
PO BOX _____			PO BOX _____		
CITY _____	STATE _____	ZIP _____	CITY _____	STATE _____	ZIP _____

TRADE REFERENCES
*All information *MUST BE COMPLETED* in the following section to be considered for credit.

NAME _____			NAME _____		
ADDRESS _____			ADDRESS _____		
PO BOX _____			PO BOX _____		
CITY _____	STATE _____	ZIP _____	CITY _____	STATE _____	ZIP _____
() _____			() _____		
PHONE _____			PHONE _____		
EMAIL _____			EMAIL _____		
NAME _____			NAME _____		
ADDRESS _____			ADDRESS _____		
PO BOX _____			PO BOX _____		
CITY _____	STATE _____	ZIP _____	CITY _____	STATE _____	ZIP _____
() _____			() _____		
PHONE _____			PHONE _____		
EMAIL _____			EMAIL _____		

COMPANY INFORMATION

CREDIT CONTACT _____	() _____ PHONE	() _____ FAX	EMAIL _____
PURCHASE CONTACT _____	() _____ PHONE	() _____ FAX	EMAIL _____
NATURE OF BUSINESS _____	LINE OF CREDIT REQUESTED _____	<input type="checkbox"/> YES <input type="checkbox"/> NO TAX EXEMPT	(State regulations require collection of sales taxes if a valid exemption certificate is not on file.)
BANK _____	BANK ACCOUNT NUMBER _____	SUBSIDIARY OF _____	DIVISION OF _____



CREDIT APPLICATION P. 2

YES NO

FEDERAL TAXPAYER ID NUMBER DECLARED BANKRUPTCY IN LAST 10 YEARS IF YES, WHERE AND WHEN?

PROPRIETORSHIP PARTNERSHIP CORPORATION/LIMITED LIABILITY COMPANY

TYPE OF BUSINESS DATE OF INCORPORATION / ORGANIZATION STATE OF INCORPORATION / ORGANIZATION

YEARS IN BUSINESS PREVIOUS BUSINESS NAME PURCHASE DATE

1. OWNER/PARTNER TITLE SOCIAL SECURITY # %OWNERSHIP

2. OWNER/PARTNER TITLE SOCIAL SECURITY # %OWNERSHIP

3. OWNER/PARTNER TITLE SOCIAL SECURITY # %OWNERSHIP

1. CORPORATE OFFICER TITLE 1. MAJORITY STOCKHOLDER/MEMBER %OWNERSHIP

2. CORPORATE OFFICER TITLE 2. MAJORITY STOCKHOLDER/MEMBER %OWNERSHIP

3. CORPORATE OFFICER TITLE 3. MAJORITY STOCKHOLDER/MEMBER %OWNERSHIP

I AM AUTHORIZED TO MAKE APPLICATION FOR THE BUSINESS NAMED HEREIN AND CERTIFY THAT ALL INFORMATION IN THIS CREDIT APPLICATION IS COMPLETE AND FACTUAL. I UNDERSTAND THAT SMC ("SMC") WILL RELY ON THE ACCURACY OF THIS INFORMATION FOR ANY CREDIT THAT MAY BE EXTENDED. SMC IS HEREBY AUTHORIZED TO USE THE INFORMATION PROVIDED AND/OR TO OBTAIN A CREDIT REPORT HISTORY FOR THE APPLICANT AND THE INDIVIDUALS LISTED ON THIS APPLICATION IN ORDER TO PROCESS THIS APPLICATION AND ANY ORDERS. PURCHASER AGREES TO PAY A SERVICE CHARGE/LATE FEE/INTEREST ON ALL DELINQUENT INVOICES. PURCHASER AGREES TO NOTIFY SMC, IN WRITING, OF ANY CHANGE IN MAJORITY OWNERSHIP. ALL PURCHASES ARE SUBJECT TO SMC'S TERMS AND CONDITIONS OF SALE IN EFFECT AT THE TIME OF PURCHASE. ANY ADDITIONAL, DIFFERENT, OR INCONSISTENT TERMS AND CONDITIONS CONTAINED IN ANY ORDER FROM CUSTOMER ARE REJECTED BY SMC AND SHALL NOT BE PART OF ANY AGREEMENT. I REPRESENT THAT I AM AUTHORIZED TO PROVIDE THE FOREGOING CONSENT AND UNDERSTAND THAT BY PROVIDING MY MAILING ADDRESS, EMAIL ADDRESS, TELEPHONE NUMBER AND FAX TELEPHONE NUMBER(S), I CONSENT TO RECEIVE COMMUNICATIONS SENT BY SMC VIA REGULAR MAIL, EMAIL, TELEPHONE AND FAX.

BY SIGNING THIS CREDIT APPLICATION YOU ARE REPRESENTING THAT YOU HAVE NO RESTRICTIONS WITH RESPECT TO THE AUTHORITY OF YOUR EMPLOYEES, AGENTS, AND REPRESENTATIVES TO SUBMIT THIS APPLICATION OR TO PLACE ORDERS WITH SMC. ALL ORDERS SHALL BE DEEMED AND PRESUMED AUTHORIZED BY CUSTOMER AND CUSTOMER SHALL BE RESPONSIBLE THEREFORE, UNLESS CUSTOMER PROVIDES WRITTEN NOTICE TO SMC EXPRESSLY RESTRICTING THE AUTHORITY OF SPECIFIED PERSONS, WHICH NOTICE SHALL NOT BECOME EFFECTIVE UNTIL TEN (10) DAYS AFTER SMC'S RECEIPT, AND IN NO EVENT SHALL THE NOTICE BE EFFECTIVE AS TO ANY ACTIONS BY SUCH PERSON(S) BEFORE SMC'S RECEIPT OF SUCH NOTICE.

CUSTOMER'S OBLIGATION TO PROMPTLY PAY SMC SHALL NOT BE SUBJECT TO, OR RELIEVED OR EXCUSED BY, ANY "RETAINAGE", "LIQUIDATED DAMAGES", "PAY WHEN PAID", OR OTHER SIMILAR PROVISION OF ANY CONTRACT, INCLUDING ANY CONTRACT BETWEEN CUSTOMER AND ANY SUBCONTRACTOR, THE GENERAL OR PRIME CONTRACTOR, WITHOUT SMC'S PRIOR WRITTEN AGREEMENT THERETO, DULY EXECUTED BY AN OFFICER OF SMC. ANY SUCH CLAIM FOR A SET-OFF, CREDIT, OR BACKCHARGE SHALL BE PROMPTLY PRESENTED, IN WRITING, TO SMC WITHIN THIRTY DAYS OF THE EVENT OR DISCOVERY OF THE MATTER GIVING RISE TO SUCH CLAIM. IF LIABILITY FOR SUCH CLAIM IS ACCEPTED BY SMC, IN WRITING BY AN OFFICER OF SMC, SMC WILL CREDIT SUCH CLAIM TO CUSTOMER'S ACCOUNT. IF SUCH CLAIM IS REJECTED BY SMC, CUSTOMER'S SOLE REMEDY SHALL BE TO INSTITUTE ARBITRATION AS PROVIDED IN SMC'S TERMS AND CONDITIONS OF SALE.

THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION THAT MAY BE ENFORCED BY THE PARTIES.

PREFERRED METHOD FOR INVOICING:

USPS MAIL FAX EMAIL EMAIL ADDRESS: _____

SIGNATURE TITLE DATE

SIGNATURE TITLE DATE

The parties agree that this credit application may be electronically signed. The parties agree that the electronic signatures appearing on this credit application are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

FOR INTERNAL USE ONLY

ACCOUNT NUMBER ESTABLISHED: DATE

NOTES:

RETURN GOODS POLICY

We pledge our cooperation to handle returns in a prompt and fair manner.
Please contact CUSTOMER SUPPORT for ALL returns.

Warehouse personnel or drivers are not authorized to approve returns or accept them without prior authorization.

1. STOCK MATERIAL – RETURNS FOR CUSTOMER’S CONVENIENCE

Provided the material is in an unused, resalable condition and of current design, Customer Support will issue a Return Material Authorization (RMA) subject to the following:

- a. No re-stock handling charge if material reaches us within 30 days from ship date and you provide us with our invoice number.
- b. A 25% re-stock handling charge applies if material reaches us after 30 days or no invoice number is provided.

2. NON-STOCK OR DIRECT SHIP MATERIAL – RETURNS FOR CUSTOMERS CONVENIENCE

Contact Customer Support before returning material with a list of the item(s) to be returned, the reason for return, and our invoice number. Non-stock material may be non-returnable; we will request return from the vendor and make arrangements to get the material from you within 30 days. Return of non-stock material is subject to a minimum 25% re-stock handling charge and any applicable freight charges.

3. OUR ERROR

Contact Customer Support. Every effort will be made to correct the error promptly.

4. DEFECTIVES

Adjustments will be made in accordance with manufacturer’s warranty.

Please recognize that warranties vary from supplier to supplier.

Depending on the nature of the defect, we may have to involve factory personnel.

5. EXCLUSIONS – NOT RETURNABLE FOR CREDIT

- a. Vendor refuses to accept the return
- b. Material cut-to-length or otherwise modified to customer’s specification.
- c. Obsolete, discontinued, or “close-out” items.
- d. Broken fragile items, e.g. porcelain or glass.
- e. Material not purchased from us.
- f. Custom material or material otherwise not returnable to the factory.
- g. Non-stock material without our invoice.

NOTE: Resalable Condition is defined as the following:

- a. In ORIGINAL container
- b. ALL materials and manuals are included
- c. NO writing/stickers on container(s)
- d. Item must NOT have been installed

*CREDIT WILL BE ISSUED WITHIN TEN DAYS OF RECEIPT OF MATERIAL.