

# OPEN ACCOUNT CREDIT POLICY

## OUR TERMS ARE NET 30 DAYS FROM INVOICE DATE

THE ABOVE WOULD NOT APPLY TO ANY INVOICE ON WHICH  
THERE IS A DISCREPANCY.  
THE OFFICE MUST BE NOTIFIED WITHIN 72 HOURS OF DELIVERY.

### 30 DAYS PAST INVOICE DATE:

There will be a reminder phone call. One order will be allowed to go out. No others will be shipped until payment is received.

### 60 DAYS PAST INVOICE DATE:

Account will be put on C.O.D. no orders will be shipped until payment is received, unless paid by CASH.

### 90 DAYS PAST INVOICE DATE:

The account will be handed over to our collection agency with instructions to pursue every course until collection is made including small claim court if necessary.

### CHECK PROBLEMS

A \$35.00 handling charge will be debited to any account on which the bank returns a check. A certified check will be required to replace the returned check. Any account with two returned checks will be required to send a certified check in advance on all future orders.

### MEMBERS OF BETTER BUSINESS BUREAU AND C.S.C DISCREPANCIES

Should there be any shipping errors, shortages, or billing errors, please report them within (3) three days after the receipt of the order.

An authorization number must accompany returns and/or deductions. This number can be obtained by calling our office. Placing this number on your return packing slip and carton will ensure no confusion or delay in accepting your return when it reaches our docks.

### RETURN POLICY

**THERE IS A 7 DAY RETURN POLICY.  
MERCHANDISE CAN BE RETURNED IF NOT USED OR OPENED.**

Equipment purchased can not be returned if used. Defective equipment, determined by manufacturer's specifications, will be replaced with same or similar item. This does not cover misuse of equipment. If Equipment is not used it can be returned with the original sales receipt but also subject to a 15% restocking fee.

For fast, easy returns, always keep your receipt. This helps ensure that you get the proper credit for your purchase, and helps us process your return quickly.

**NOTE: PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

<b>Billing Address:</b>		<b>Office Address:</b>	
Company Name		Property Name	
Attention		Contact & Title	
Street Address		Street Address	
City, State & Zip		City, State & Zip	
Telephone		Telephone	Fax
E-Mail		E-Mail	
<b>Management Information</b>			
Management Company		Owner's Name	Date since owned by management
Management Street Address		City, State & Zip	
Accounts Payable Contact	Telephone	E-Mail	
<b>Ordering Information</b>			
Are P.O.'s required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Purchasing Agent		Telephone
<b>Bank Information</b>			
Bank Name	Bank Contact	Telephone/Ext	
Bank Address	City, State & Zip	Type of account & Account No.	
<b>Credit References</b>			
Carpet Supplier	Telephone	Fax	Acct #
Paint Supplier	Telephone	Fax	Acct #
Landscaping	Telephone	Fax	Acct #
<b>Terms and Conditions</b>			
All accounts are COD until a credit application has been completed, reviewed & approved. Our terms are Net 30 days from invoice date. If any indebtedness incurred pursuant to this request for credit is not paid in full when due, the undersigned agrees to pay all cost of collection, including a reasonable attorneys fee.			
<b>Acceptance and Approval</b>			
Signing this agreement indicates your acceptance of the terms and conditions as stated. In addition, you authorize <b>Namco Dallas</b> to make any and all inquiries necessary to process this Credit Application.			
Name of Authorized Representative (Please Print)		Agreed and Accepted (Please Sign)	
Title	Telephone/ Ext.	Date	