

SUBURBAN SHEET METAL LTD. Credit Application

The undersigned company is applying for credit with, and agrees to abide by the standard terms and conditions of, as printed on the next pages.

Company Name: _____

Contact Person: _____

Physical Address: _____ **Zip Code:** _____

Telephone: () _____ **Fax: ()** _____

Mailing Address: _____ **Zip Code:** _____

Accounts Payable Contact: _____ **Telephone: ()** _____

Date business was established: _____

Types of products you will purchase: _____

Amount of credit requested \$: _____

Are you a:

CORPORATION

State of incorporation _____

Names, titles, and addresses of your three chief corporate officers:

Name and address of your resident agent:

PARTNERSHIP

Names and addresses of the partners:

SOLE PROPRIETORSHIP

Are you sales tax exempt? Yes No **If yes, please send copy of certificate.**

Sales tax exempt on ALL ORDERS? Yes No

Have you ever had credit with us before? Yes No

If yes, under what name? _____

Authorized purchasers: _____

Purchase order required? Yes No

TYPE OF ACCOUNT?:

(See page 5 for details.)

Cash/ Credit Card

Credit/ Open Charge (Due by due date)

Credit/ Open Charge (Based on payment from your customer.)

TRADE REFERENCES

Reference #1 **Name** _____
Address _____
Phone _____ **Fax** _____

Reference #2 **Name** _____
Address _____
Phone _____ **Fax** _____

Reference #3 **Name** _____
Address _____
Phone _____ **Fax** _____

BANK REFERENCES

Bank#1 **Account #** _____
Phone _____
Contact person _____
Name of bank _____
Address _____

Bank#2 **Account #** _____
Phone _____
Contact person _____
Name of bank _____
Address _____

I represent that the above information is true and is given to induce to extend credit to the applicant. My company and I authorize to make such credit investigation as sees fit, including contacting the above trade references and banks and obtaining credit reports. My company and I authorize all trade references, banks, and credit reporting agencies to disclose to any and all information concerning the financial and credit history of my company and myself.

I have read the terms and conditions stated above and on the next page and agree to all of these terms and conditions.

Authorized signature: _____

Printed name: _____

Title: _____ **Date:** _____

GENERAL TERMS AND CONDITIONS

- 1. TERMS OF SALE ARE AS PRINTED ON INVOICE AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.**
- 2. ANY INVOICE REMAINING UNPAID AFTER DUE DATE AUTOMATICALLY PLACES THE ACCOUNT ON HOLD AND NO NEW PURCHASES MAY BE ADDED TO THE ACCOUNT UNTIL THE PAST DUE BALANCE IS PAID. INTEREST WILL BE CHARGED ON PAST DUE ACCOUNTS AT THE RATE OF 1.5% PER MONTH OR AT THE MAXIMUM RATE ALLOWABLE UNDER TEXAS LAW WHICHEVER IS GREATER.**
- 3. CUSTOM MADE MATERIAL MAY NOT BE RETURNED WITHOUT SUBURBAN SHEET METAL'S PERMISSION. ONLY STOCK MATERIAL CAN BE RETURNED AND THAT WILL HAVE A 15% RESTOCKING FEE.**
- 4. SUBURBAN SHEET METAL WILL COMPLY, WHEN APPROPRIATE, WITH LIEN NOTICE REQUIRMENTS AS STATED IN THE TEXAS PROPERTY CODE (PRIVATE WORKS) MC GREGOR ACT (PUBLIC WORKS) OR THE MILLER ACT (FEDERAL WORKS) IN ORDER TO MAINTAIN THE RIGHT TO LIEN OR CLAIM AGAINST SURITY BOND.**
- 5. ALL INVOICES AND BILLINGS ARE PAYABLE IN TEXAS AT THE OFFICES OF SUBURBAN SHEET METAL AND THE APPLICANT AGREES TO MAKE PAYMENTS AS REQUIRED AT SAID PLACE IN ACCORDANCE HEREWITH.**

DATE: _____ **SIGNATURE:** _____

PRINTED NAME: _____

PERSONAL GUARANTY FOR APPLICANT

APPLICANT: Company Name: _____

The undersigned hereby absolutely and unconditionally guarantees to Suburban Sheet Metal and its successors and assigns the due and punctual payment of any and all debts or obligations of applicant _____ to Suburban Sheet Metal at any time, now or hereafter incurred, together with interest, as and when the same becomes due and payable, whether by acceleration or otherwise, in accordance with the terms of any such debts, obligations or agreements evidencing any such indebtedness or liability including all renewals, extensions, end modifications thereof. If more than one individual signs below, each shall be jointly and severally liable hereunder.

This guaranty, obligation and liability of the undersigned shall include the principal of all indebtedness, obligations and liabilities at any one time outstanding for which Applicant shall be liable, and in addition there to, all interest, and all costs, expenses and reasonable attorney's fees at any time paid or incurred in endeavoring to collect said indebtedness. Liabilities and obligations.

This Guaranty covers all indebtedness, obligations and liabilities to Suburban Sheet Metal purporting to be made or undertaken on behalf of Applicant by any officer, employee or agent of Applicant, without regard to actual authority of such officer, employee or agent.

This obligation shall be construed in accordance with the laws of the State of Texas and shall bind executors, legal representatives, successors and assigns of me undersigned and when signed by more one shall be the joint and several obligations of each. This Guaranty is performable in Tarrant County Texas and any litigation arising hereunder shall be instituted in the state courts of Tarrant County, Texas.

This Guaranty shall remain in full force and effect until released by Suburban Sheet Metal in writing or until notice received by Suburban Sheet Metal from the undersigned, although such notice by the undersigned shall apply only to

Indebtedness arising thereafter and shall not affect the guaranty of indebtedness then existing.

PLEASE SIGN BELOW AS INDIVIDUAL. NOT IN ANY CAPACITY OR OFFICER OF THE APPLICANT COMPANY.

DATE: _____ SIGNATURE: _____

PRINTED NAME: _____

Suburban Sheet Metal

P O box 739

528 Eden Rd

Kennedale TX 76060

Phone 817-478-0801

Fax 817-483-6571

www.suburbansheetmetal.com

To Our Customer:

We offer three types of accounts, the details for each account is described in detail below.

Cash or Credit Card Account:

If you desire to pay cash for your purchases, we require that you pay the full amount when you order the merchandise. You may pay with Credit Card or check if the purchase is over \$100.00 we will verify your check at time of purchase. If you chose to use credit card we will need the credit card information when you place the order.

Credit or Open Charge Account (Due in our office by due date)

“Suburban Sheet Metal LTD. Credit Application” must be completed and approved.

On large projects with this type of account we may need a Project information sheet.

Payments are due in our office by due date!

Credit or Open Charge Account (Due Based on Your payment from your customer)

“Suburban Sheet Metal LTD. Credit Application” must be completed and approved.

For all the projects with this kind of account we must have “ Project Information Sheet” in our files and the information verified before we will begin the project. We have attached a copy of the “Project Information Sheet” for your conveniences please make extra copies for future use. Our products are specially made for the project, therefore our work falls under the Texas Property Code and revised Civil Statues chapters 53, 2253, and the Miller Act.

Some accounts will be eligible for early payment discounts, however in order to receive the discount the funds for the invoice must be in our office on or before the discount day, (not your check day or postmark day)

Discounts are given at our discretion and not all invoices may receive the discounts. If you have questions regarding discounts please call Steve Simmons at 817-478-0801.

Your account will be reviewed periodically, if upon this review it is decided that your terms be changed. Any changes will occur with the first invoice after the review. Also, the amount of credit extended to you may be raised or lowered accordingly.

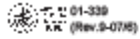
If your account falls behind, the account may be accessed a 1.5% late fee for each invoice for each month it remains in arrears.

If we find it necessary to pursue legal action to collect any monies owed on your account, you will be charged accordingly.

Information regarding your account with our company maybe shared with the General Contractor, or the owner regarding the project.

We appreciate your business, and we are looking forward to a long and lasting business relationship.

If you have any questions regarding our policies please do not hesitate to call us at (817) 478-0801.



TEXAS SALES AND USE TAX RESALE CERTIFICATE

Name of purchaser, firm or agency as shown on permit		Phone (Area code and number)											
Address (Street & number, P.O. Box or Route number)													
City, State, ZIP code													
Texas Sales and Use Tax Permit Number (must contain 11 digits)													
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>													
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico													
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> (Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)													

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____

City, State, ZIP code: _____

Description of items to be purchased on the attached order or invoice:

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

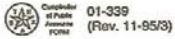
The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

	Purchaser	Title	Date

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.



01-339
(Rev. 11-95/8)

TEXAS RESALE CERTIFICATE

Name of purchaser, firm or agency	Phone (Area code and number)											
Address (Street & number, P.O. Box or Route number)												
City, State, ZIP code												
Texas Sales or Use Tax Permit Number (or out-of-state retailer's registration number or date applied for Texas Permit – must contain 11 digits if from a Texas permit)												
<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> <td style="width: 10%; border-bottom: 1px solid black; height: 15px;"></td> </tr> </table>												<i>(Mexican retailer's must show their Federal Taxpayers Registry (RFC) number on the certificate and give a copy of their Mexican registration form to the seller.)</i>

I, the purchaser named above, claim the right to make a non-taxable purchase for resale of the taxable items described below or on the attached order or invoice form:

Seller: _____

Street address: _____

City, State, ZIP code: _____

Description of items to be purchased on the attached order or invoice:

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

The taxable items described above, or on the attached order or invoice, will be resold, rented, or leased by me within the geographical limits of the United States of America, its territories and possessions, or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease, or rental and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser sign here	Title	Date
------------------------	-------	------

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

Form **W-9**
(Rev. October 2004)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2

Name (as reported on your income tax return)

Business name, if different from above

Check appropriate box: Individual/
Sole proprietor Corporation Partnership Other Exempt from backup
withholding

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

**Suburban Sheet Metal
P.O. Box 739
Kennedale TX 76060
Phone 817-478-0807 Fax 817-483-6571**

To Our Valued Customers:

We are in the process of changing our invoice procedures. In effort to save money, keep cost down, and save a few trees. We will e-mail or fax your invoices to you. However, we will mail invoices if necessary, if you do not have access to e-mail or fax.

Please complete this sheet and return by e-mail to <mailto:steve@suburbansheetmetal.com> or mail to P.O. Box 739 Kennedale TX 76060, or you may fax it to (817)483-6571.

Please print or type:

Customer Name _____

Telephone Number _____

Fax Number _____

E-mail Address _____

A/R Contact _____

How do you prefer to receive your invoices? _____