

**CREDIT OPTIONS TO HELP YOUR BUSINESS GROW!** Your credit services professionals at Berkshire eSupply are dedicated and eager to provide solutions for all your credit needs. We're always looking for the best ways to help you get the products you need quickly and efficiently by offering you many financial services and convenient payment plans.

**COMMERCIAL CREDIT APPLICATION • TERMS OF SALE • SALES TAX EXEMPTION CERTIFICATE**

Name of Company: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Billing Address\*: \_\_\_\_\_  
 P.O. Box: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip + 4 \_\_\_\_\_ Property  Own  Lease  
 \* Street address required

Shipping Address\*: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip + 4 \_\_\_\_\_ Property  Own  Lease  
 \* Attach list of all shipping locations.

**E-mail invoices to:** \_\_\_\_\_ or Fax invoices to: \_\_\_\_\_

Corporation  Partnership  Proprietorship  Government  LLC Date Business Started: \_\_\_\_\_ Fed I.D.No: \_\_\_\_\_

Nature of Business:  Manufacturer  Distributor  Service  Other: \_\_\_\_\_ SIC Code: \_\_\_\_\_

Are you a division of or related to any other company?  Yes  No Relationship: \_\_\_\_\_

If yes, name of company and address of home office: \_\_\_\_\_

Estimated Annual Purchases: \_\_\_\_\_ Requested Credit Limit: \_\_\_\_\_ Annual Sales: \_\_\_\_\_

**PERSONNEL**

	e-mail Address	Fax Number
Principal/Owner: _____ Social Security Number: _____ Address _____	_____	_____
Principal/Owner: _____ Social Security Number: _____ Address _____	_____	_____
President: _____ Social Security Number: _____ Address _____	_____	_____
Vice President: _____	_____	_____
CFO/Controller: _____	_____	_____
Purchasing Director: _____	_____	_____
Accounts Payable Manager: _____	_____	_____

**BANK INFORMATION**

Name of Bank: \_\_\_\_\_ Address: \_\_\_\_\_  
 Checking Account Number(s): \_\_\_\_\_ Loan Number(s): \_\_\_\_\_  
 Bank Officer: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**COMMERCIAL TRADE REFERENCES**

	NAME	ADDRESS	TELEPHONE NUMBER	FAX NUMBER
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

**NOTE: SEE PAGES 2 AND 3 FOR TERMS OF SALE (SIGNATURE REQUIRED ON PAGE 3) • PLEASE COMPLETE THE SALES TAX EXEMPTION CERTIFICATE**

**FLEXIBLE CREDIT PROGRAMS**  
 Instant Credit • Commercial Account • Financing Plans  
 Credit Services 586-755-7770 • Sales 800-366-3600

## TERMS OF SALE

These are the terms of sale between Berkshire eSupply ("Seller") and the entity that is purchasing goods from Seller ("Buyer"). "Buyer" agrees that these terms of sale are applicable to the transactions between "Buyer" and "Seller", and agrees to contract with "Seller" pursuant to these terms.

### ACCEPTANCE OF TERMS OF SALE

No conditions stated by "Buyer" in its offer or acceptance shall be binding on "Seller" if in conflict with, inconsistent with, or in addition to, "Seller" terms. Credit is conditional upon determination by "Seller" each time an order is received. By use of our website you agree to our Legal and Privacy Policies. You certify, represent, and warrant that all purchases made by employees/agents of your organization utilizing your account number are authorized purchases of your organization. You acknowledge and agree that it is your responsibility to verify and maintain the protection, security, and distribution of your account number, user names, and passwords associated with purchasing from "Seller". Furthermore, you expressly agree that all liability relating to password management resides with you and your organization and that under no circumstances, including negligence or misconduct, shall "Seller" be liable for any damages that result from the use of our website. You acknowledge that your purchasing rights and privileges may be modified at any time upon notice from "Seller". Orders are accepted on the basis of terms of sale in effect at the time the order is received and approved by the "Seller" at "Seller's" Main Offices. Acceptance of any products delivered hereunder by "Seller" or any of its Affiliates or Assignees shall constitute "Buyer's" agreement to said Terms of Sale as set forth herein or found on our website.

### BACKORDERS

If merchandise is not in stock, it will be placed on backorder for 90 days. Unless we have customer authorization to hold merchandise on backorder longer than 90 days, it will automatically be cancelled and you will be notified.

### CLAIMS

All claims MUST be made within 5 days of receipt. To expedite service please refer to our shipper or invoice number. Damages incurred in commercial shipments must be claimed through the common carrier.

### COMMERCIAL CREDIT ACCOUNT TERMS

Unless otherwise agreed to in writing, upon approved credit, standard terms of payment shall be 30 Days Net. A 1-1/2% monthly service charge may be added on invoices not paid when due. Returned checks and electronic payments are subject to \$15.00 charge. If "Buyer" fails to fulfill these terms or if "Seller" at any time has any doubt as to "Buyer's" financial responsibility, "Seller" may demand immediate full payment and decline to make further deliveries. Any indebtedness owing from "Buyer" to "Seller" can be set off and applied by "Seller" and associated companies on any indebtedness at any time from time to time either before or after maturity or demand. "Buyer"/applicant agrees to pay any collection cost incurred to collect delinquent amounts, including attorney's fees.

### CREDIT BALANCE

"Buyer" agrees that any credit balance issued will be applied within one (1) year of its issuance. If not applied or requested within one (1) year, any credit balance remaining will be subject to cancellation, and "Seller" shall have no further liability.

### DAMAGED, LOST or SHORT SHIPMENTS

UPS, Purolator & Prepaid Truck Shipments (Berkshire carrier): Check your order immediately upon arrival. If your shipment is damaged or short, have it noted by the carrier on the delivery receipt. Without this proper notation, you accept it at your own risk. All shortages and damages must be called into Berkshire eSupply at 1-800-366-3600 or e-mailed to customerservice@BerkshireEsupply.com within 5 calendar days. Keep damaged goods and containers for carrier inspection.

### DELIVERY and FREIGHT

**USA Shipments:** We provide same day UPS shipping for orders placed by 6:00PM E.S.T. for all in stock items at a Berkshire shipping facility. Unless otherwise stated, "Buyer" will be responsible for any freight cost associated with the delivery of product to its destination and will be pre-paid and added to Buyer's invoice. Any extra or additional charges or services rendered in transit or at the destination will be the responsibility of "Buyer". All shipments will be F.O.B our Warehouse, the Factory (as noted in the catalog), or the Vendor for items that are drop shipped. All truck shipments will ship via YRC pre-paid and added to Buyer's invoice unless otherwise specified at time of order. Shipment and delivery dates are estimates only, and are not guaranteed.

**Canadian Shipments:** We provide same day Purolator shipping for orders placed by 4:00 PM E.S.T. for all in-stock items. All orders are duty paid, customs cleared, and shipped pre-paid via Purolator. All small packages are shipped via Purolator with service based on Toronto origin. Machinery and large shipments over 150 lbs. are subject to LTL standards. We offer drop shipments to the buyer's customer with no reference to "Seller" on the packing slip or shipping label. We are restricted from shipping certain hazardous items into Canada. Hazardous items are identified as HAZ02 through HAZ64 in the item's description. HAZ57 items are not regulated and only require special packaging. Therefore, items identified as HAZ57 are the only hazardous items allowed to be shipped into Canada. Other restrictions may apply. We reserve the right to select other carriers as necessary. We shall not be liable for any injury, loss, damage, or delay in delivery resulting from the handling or use of the goods after or during such delivery.

### DISCLAIMER OF WARRANTIES

**AS THE "SELLER" WE MAKE NO WARRANTIES, EXPRESSED OR IMPLIED, OF PERFORMANCE, MERCHANTABILITY, WORKMANSHIP, FITNESS, QUALITY, DURABILITY OR SUITABILITY OF THE MERCHANDISE IN ANY RESPECT INCLUDING ITS FITNESS FOR THE PURPOSE AND USES OF THE "BUYER". THE ONLY WARRANTIES APPLYING TO MATERIALS SOLD ARE THOSE SPECIFICALLY PROVIDED BY THE MANUFACTURER. "SELLER" FURTHER MAKES NO EXPRESS WARRANTIES OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS WITH RESPECT TO ANY CHANGES, ALTERATIONS OR MODIFICATIONS MADE IN MATERIALS AT THE REQUEST OR INSTRUCTION OF THE PURCHASER. THE OBLIGATIONS OF "SELLER" ARE LIMITED TO REPAIR OR REPLACEMENT OF DEFECTIVE PARTS OR, AT ITS SOLE OPTION, TO THE REFUND OF THE PURCHASE PRICE. "SELLER" IS NOT LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL "SELLER" BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOST PROFITS).**

### INDEMNITY

The "Buyer" shall defend and indemnify "Seller", as a result of "Buyer's" negligence, from and against any and all loss of or damage to the merchandise, usual wear and tear excepted; any claim, cause of action, damages, liability, cost or expenses (including attorney's fees) which may arise or be incurred in any manner in favor of any person relating to the merchandise or any part of the merchandise, including by way of example but not of limitation, claims arising out of or incident to the construction, purchase, delivery, installation, ownership, leasing, sale, or return of the merchandise or as a result of its use, maintenance, repair, operation or condition thereof, whether or not any claimed defects in such merchandise are latent or are discoverable; and any claim, cause of action, cost, or expense arising for alleged patent infringement of, for, or as a result of claims for alleged strict liability in tort. The obligations of "Buyer" herein contained shall survive the expiration of the Agreement as to any loss, damages, claims, causes of action liabilities, costs, or expenses.

### INSPECTIONS

Any inspection of goods agreed to by the parties will be made at Seller's location, Manufacturer's plant, or other source of supply and must be made before shipment. Any goods not rejected by "Buyer" before shipment will be deemed accepted.

### INVENTORY

We do our best to maintain in stock full and complete inventories of all regular lines. Close-out items may be depleted and will be replaced with other merchandise, all subject to prior sale.

### LIMITATION OF DAMAGES

"SELLER'S" AGGREGATE LIABILITY FOR ANY AND ALL CLAIMS ARISING UNDER THESE TERMS OF SALE SHALL NOT EXCEED THE TOTAL AMOUNT PAID FOR THE SPECIFIC GOODS RELATED TO THE CLAIM AGAINST "SELLER".

**TERMS OF SALE (Continued)**

**LIMITATION OF LIABILITY**

IN NO EVENT SHALL "SELLER" BE LIABLE FOR LOSS OF PROFITS, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF ANY BREACH OF THIS AGREEMENT OR OBLIGATIONS UNDER THIS AGREEMENT, NOR SHALL "SELLER" BE LIABLE FOR ANY DAMAGES CAUSED BY DELAY IN DELIVERY, INSTALLATION, OR FURNISHING OF THE MERCHANDISE OR SERVICES BY ANY MANUFACTURER OF THE MERCHANDISE OR OTHERWISE

**MACHINERY WARRANTY**

"SELLER" WARRANTIES ALL NEW AMERICAN MADE MACHINERY AGAINST MANUFACTURER'S DEFECTS AND WORKMANSHIP FOR ONE (1) YEAR (PARTS AND LABOR INCLUDED). ALL FOREIGN MADE MACHINERY IS WARRANTED FOR NINETY (90) DAYS (PARTS AND LABOR INCLUDED). ELECTRICS ON ALL MACHINES ARE WARRANTED BY THE MANUFACTURER. SHOULD A PHASE CONVERTER BE USED IN CONJUNCTION WITH A MACHINE, THE WARRANTY SHALL NOT APPLY TO THE ELECTRICAL COMPONENTS AND OPERATION OF THE MACHINE. THE CUSTOMER IS RESPONSIBLE FOR SUPPLYING ADEQUATE POWER TO THE MACHINE. "SELLER" WILL REPLACE, FREE OF CHARGE, ALL PARTS FOUND TO BE DEFECTIVE AND SUBJECT TO WARRANTY (THIS DOES NOT INCLUDE NORMAL WEAR AND TEAR).

ANY CHANGES, ALTERATIONS, MODIFICATIONS, UNAUTHORIZED REPAIRS OR MISUSE TO MACHINES AUTOMATICALLY VOIDS THIS WARRANTY. IN NO EVENT SHALL "SELLER" BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO LOST PROFITS).

**NOTICE TO SUBSEQUENT PURCHASER OR REPACKER**

For imported articles, the requirements of 19 U.S.C. 1304 and 19 CFR part 134 provide that the articles or their containers must be marked in a conspicuous place as legibly, indelibly, and permanently as the nature of the article or container will permit, to indicate to an ultimate purchaser in the United States the English name of the country of origin of the article.

**OSHA**

Material Safety Data Sheets (MSDS) for OSHA defined hazardous substances are available by contacting "Seller", 40333 W 14 Mile Rd., Novi, MI 48377. MSDS information can also be found within any product information page on our website. Any product that has an MSDS sheet will have a link to its individual sheet for download. The information and recommendations contained on the MSDS supplied by the manufacturer is considered to be accurate and reliable. "Seller", however, makes no warranty with respect to the accuracy or reliability of the information or the suitability of the recommendations. "Seller" disclaims any and all liability to any user thereof.

**PRICES**

USA: All prices are in US dollars.

CANADIAN DOLLAR ACCOUNTS: All prices are in Canadian Dollars.

All prices are subject to change without notice. Typographical or similar errors are subject to correction.

**PROMOTIONAL AND ADVERTISING MATERIAL**

Customer authorizes "Seller", its affiliates or representatives, to send e-mails or faxes, of any kind, including but not limited to correspondence, promotional and advertising material, to "Buyer" or its affiliates.

**QUOTATIONS**

Quotations are valid for 30 days.

**RESPONSIBILITY**

The value of a defective product or material sent in error is our only liability. All technical data has been supplied by the manufacturer and is listed only as a convenience. All specifications are subject to change without notice. Photos shown in any of our advertising material, catalog and website are general representations of the various items and may include optional equipment. We do not warrant or represent that the merchandise complies with the provisions of any law, particularly including the Walsh-Healy Public Contracts Act and the Occupational Safety and Health Act of 1970, and regulations promulgated thereunder, unless the manufacturer so warrants.

**RETURNS**

Unless we have erred, returns must be prepaid. No merchandise will be accepted for return which is made up special or which has been held for over 30 days. We reserve the right to determine if the purchaser has abused the item in question. If it cannot be returned to stock, credit will not be given. Returns not accompanied by a copy of shipper, invoice, or invoice number may not be accepted or subject to restocking charge. Returns due to customer error must be prepaid and are subject to restocking charge. Any claims for discrepancies in shipment must be made within 5 days of receipt of merchandise. Items that cannot be returned via UPS: Call for instructions, or e-mail customerservice@BerkshireESupply.com.

**SAFETY**

"Buyer" will cause each person who receives or uses purchased goods to read and comply with all safety instruction provided by "Seller" and Manufacturer, including all product safety notices, warnings, instructions and training materials, manuals, or other similar safety documentation. "Buyer" will instruct each user in the proper use of the goods and implement and enforce the safety documentation. "Buyer" will be solely responsible for complying with local, state and federal or provincial laws, codes or regulations relating to safety of the workplace where the goods are used. Cutting Tools may shatter when broken. The wearing of eye protection is strongly recommended in the vicinity of their use.

**SALES TAX/GST/HST**

"Seller" is required to charge state and local tax on items for which sales tax exemption certification have not been provided, or does not apply. When ordering, please indicate Tax exemption and provide certification, or does not apply. "Seller" is also required to charge GST (goods and services tax) / HST (harmonized sales tax) on products shipped to Canada. Should tax exemption status be determined to be invalid by the tax authority, Buyer shall be responsible to pay the tax, interest and penalty, assessed by the authority.

**TITLE**

To secure payment and performance of all "Buyers" obligations hereunder, whether represented by commercial account or evidenced by notes, judgements or otherwise, "Seller" hereby retains title to the equipment and a security interest herein until payment in full and performance by "Buyer" of said obligations.

**TERMS OF SALE ARE SUBJECT TO CHANGE WITHOUT NOTICE. CURRENT TERMS AVAILABLE AT [www.BerkshireESupply.com/cgi/TERMOFSALE](http://www.BerkshireESupply.com/cgi/TERMOFSALE)**

I CERTIFY that all the information provided in this Commercial Credit Application (page 1) is correct; and I fully understand and accept the Terms of Sale set forth on page 2 and 3 of this Commercial Credit Application and Terms of Sale. I hereby authorize you to investigate the credit history of the business entity and that of the principals of the business applying for this account by obtaining information from our bank, trade references, and commercial and consumer credit reporting companies. Any person signing below on behalf of this business entity confirms that it is a valid business entity and that said person is authorized to enter into this agreement on its behalf. The undersigned acknowledges receipt of a copy of these Terms of Sale.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name/Title: \_\_\_\_\_

# UNIFORM SALES & USE TAX CERTIFICATE—MULTIJURISDICTION

**ATTN: ACCOUNTING DEPARTMENT/ACCOUNTS PAYABLE**

State law requires us to update our customer sales tax exemption certificates. Please complete the following certificate and EMAIL TO NEWACCTS@BERKSHIREESUPPLY, FAX TO (586) 933-5404 OR Mail to: SALES TAX AUDIT DEPARTMENT/PO Box 1385, Walled Lake, MI 48390. IF A CERTIFICATE OF EXEMPTION IS NOT RETURNED WITHIN SEVEN DAYS YOUR ACCOUNT WILL BE SUBJECT TO SALES TAX.

Issued to Seller: \_\_\_\_\_

Address: PO Box 1385, Walled Lake, MI 48390

I certify that:

Name of Firm (Buyer): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

is engaged as a registered

Wholesaler

Retailer

Manufacturer

Seller (California)

Other (Specify) \_\_\_\_\_

**One Time Purchase**

**Blanket**

and is registered with the below listed states and cities within which your firm would deliver purchases to us and that any such purchases are for wholesale, resale, ingredients or components of a new product or service<sup>1</sup> to be resold, leased, or rented in the normal course of business. We are in the business of wholesaling, retailing, manufacturing, leasing (renting) the following:

Description of Business: \_\_\_\_\_

General description of tangible property or taxable services to be purchased from the seller: \_\_\_\_\_

**Please include the appropriate information for the applicable states**

State	State Registration, Seller's Permit, or ID Number of Purchaser	State	State Registration, Seller's Permit, or ID Number of Purchaser
AL <sup>1</sup>	_____	MO <sup>16</sup>	_____
AR	_____	NE <sup>17</sup>	_____
AZ <sup>2</sup>	_____	NV	_____
CA <sup>3</sup>	_____	NJ	_____
CO <sup>4</sup>	_____	NM <sup>4,18</sup>	_____
CT <sup>5</sup>	_____	NC <sup>19</sup>	_____
DC <sup>6</sup>	_____	ND	_____
FL <sup>7</sup>	_____	OH <sup>20</sup>	_____
GA <sup>8</sup>	_____	OK <sup>21</sup>	_____
HI <sup>4,9</sup>	_____	PA <sup>22</sup>	_____
ID	_____	RI <sup>23</sup>	_____
IL <sup>4,10</sup>	_____	SC	_____
IA	_____	SD <sup>24</sup>	_____
KS	_____	TN	_____
KY <sup>11</sup>	_____	TX <sup>25</sup>	_____
ME <sup>12</sup>	_____	UT	_____
MD <sup>13</sup>	_____	VT	_____
MI <sup>14</sup>	_____	WA <sup>26</sup>	_____
MN <sup>15</sup>	_____	WI <sup>27</sup>	_____
IN	State of IN Requires State Certificate	LA	State of LA requires State Resale Cert.
MA	State of MA Requires State Certificate		

Additional information applicable to the laws in each state can be found at <http://www.mtc.gov/>

I further certify that if any property or service so purchased tax free is used or consumed by the firm as to make it subject to a Sales or use Tax we will pay the tax due directly to the proper taxing authority when state law so provides or inform the seller for added tax billing. This certificate shall be a part of each order which we may hereafter give to you, unless otherwise specified, and shall be valid until canceled by us in writing or revoked by the city or state.

Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.

Authorized Signature: \_\_\_\_\_

(Owner, Partner or Corporate Officer)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign THIS FORM and email to newaccts@berkshiresupply.com, fax to 586-933-5404, or mail to: Sales Tax Audit Dept | PO Box 1385 | Walled Lake MI 48390**

**\*\*\* If you provide a Tax Exempt Certificate please also include this form \*\*\***