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### 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.

#### 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

This form is for information purposes only. You do not need to return it to us.

### PG. 7: JOINT CHECK AGREEMENT

Unless SMC notifies you, there is no need to fill out this form.



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## **CREDIT APPLICATION**

BILLING ADDRESS			SHIPPING ADDRESS		
NAME			NAME		
ADDDEGO			ADDDEGO		
ADDRESS			ADDRESS		
РО ВОХ			РО ВОХ		
CITY	STATE	ZIP	CITY	STATE	ZIP
	*All information A		REFERENCES  n the following section to be consi	dered for credit	
	7		the lengthing deciden to be const	uo. ou 101 o. ou 101	
NAME			NAME		
ADDRESS			ADDRESS		
РО ВОХ			РО ВОХ		
CITY	STATE	ZIP	CITY	STATE	ZIP
( ) PHONE			( ) PHONE		
( )			( )		
FAX			FAX		
NAME			NAME		
ADDRESS			ADDRESS		
РО ВОХ			РО ВОХ		
CITY	STATE	ZIP	CITY	STATE	ZIP
( )			( )		
PHONE			PHONE		
FAX			FAX		
		COMPANY	'INFORMATION		
	( )		( )		
CREDIT CONTACT	PHONE		FAX	EMAIL	
PURCHASE CONTACT	PHONE		FAX	EMAIL	
NATURE OF BUSINESS	LINE OF CF	REDIT REQUESTED	□ YES □ NO  TAX (State regression exemption	ulations require collection of sales taxes if a valid n certificate is not on file.	
BANK	BANK ACC	OUNT NUMBER	SUBSIDIARY OF	DIVISION OF	



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## **CREDIT APPLICATION P. 2**

	□ YES □ NO	VIDIJETOV INILIAOTI IO VIDIJETO	
FEDERAL TAXPAYER ID NUMBER	R DECLARED BANK	KRUPTCY IN LAST 10 YEARS IF YES, WHEI	RE AND WHEN?
□ PROPRIETORSHIP □ PARTNE	ERSHIP		
TYPE OF BUSINESS		DATE OF INCORPORATION / ORGANIZATION	STATE OF INCORPORATION / ORGANIZATION
YEARS IN BUSINESS	PREVIOUS BUSIN	NESS NAME PURCHASE D	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/MEN	MBER %OWNERSHIP
2. CORPORATE OFFICER	TITLE	2. MAJORITY STOCKHOLDER/MEN	IBER %OWNERSHIP
3. CORPORATE OFFICER	TITLE	3. MAJORITY STOCKHOLDER/MEN	MBER %OWNERSHIP
S COMPLETE AND FACTUAL. I U EXTENDED. SMC IS HEREBY AUT AND THE INDIVIDUALS LISTED O SERVICE CHARGE/LATE FEE/INT DWNERSHIP. ALL PURCHASES AI DIFFERENT, OR INCONSISTENT T DF ANY AGREEMENT. I REPRESE	NDERSTAND THAT SMC ("SMC") WIL HORIZED TO USE THE INFORMATION THIS APPLICATION IN ORDER TO EREST ON ALL DELINQUENT INVOIRE SUBJECT TO SMC'S TERMS AND CONDITIONS CONTAIN ENT THAT I AM AUTHORIZED TO PREPHONE NUMBER AND FAX TELEP	MED HEREIN AND CERTIFY THAT ALL INFORMATION LL RELY ON THE ACCURACY OF THIS INFORMATION ON PROVIDED AND/OR TO OBTAIN A CREDIT REPORT OF A COMMENT OF THE ACCURACY OF THE ACCUR	IN FOR ANY CREDIT THAT MAY BE ORT HISTORY FOR THE APPLICANT PURCHASER AGREES TO PAY A 'RITING, OF ANY CHANGE IN MAJORITY DF PURCHASE. ANY ADDITIONAL, TED BY SMC AND SHALL NOT BE PART 'AND THAT BY PROVIDING MY MAILING
PRESUMED AUTHORIZED BY CUS EXPRESSLY RESTRICTING THE A	STOMER AND CUSTOMER SHALL B AUTHORITY OF SPECIFIED PERSON	THAT YOU HAVE NO RESTRICTIONS WITH RESPEC PPLICATION OR TO PLACE ORDERS WITH SMC. AL BE RESPONSIBLE THEREFORE, UNLESS CUSTOME NS, WHICH NOTICE SHALL NOT BECOME EFFECTI TO ANY ACTIONS BY SUCH PERSON(S) BEFORE S	ER PROVIDES WRITTEN NOTICE TO SMC VE UNTIL TEN (10) DAYS AFTER SMC'S
GENERAL OR PRIME CONTRACT FOR A SET-OFF, CREDIT, OR BAC OF THE MATTER GIVING RISE TO	OR, WITHOUT SMC'S PRIOR WRITT KCHARGE SHALL BE PROMPTLY P ) SUCH CLAIM. IF LIABILITY FOR SU CCOUNT. IF SUCH CLAIM IS REJEC	SUBJECT TO, OR RELIEVED OR EXCUSED BY, ANY ACT, INCLUDING ANY CONTRACT BETWEEN CUST IEN AGREEMENT THERETO, DULY EXECUTED BY RESENTED, IN WRITING, TO SMC WITHIN THIRTY DCH CLAIM IS ACCEPTED BY SMC, IN WRITING BY CITED BY SMC, CUSTOMER'S SOLE REMEDY SHALL	AN OFFICER OF SMC. ANY SUCH CLAIM DAYS OF THE EVENT OR DISCOVERY AN OFFICER OF SMC. SMC WILL CREDIT.
HIS AGREEMENT CONTAINS A BIND	ING ARBITRATION PROVISION THAT MA	AY BE ENFORCED BY THE PARTIES.	
PREFERRED METHOD FO	PR INVOICING:		
SIGNATURE	TITLE	DATE	
SIGNATURE	TITLE	DATE	
	lication may be electronically signed. The ses of validity, enforceability and admissib	e parties agree that the electronic signatures appearing on bility.	this credit application are the same as
	FOR	R INTERNAL USE ONLY	
ACCOUNT NUMBER FOTAR: 101	-0.	DATE	
ACCOUNT NUMBER ESTABLISHI	EU:	DATE	
NOTES:			

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#### PERSONAL GUARANTY

PROVIDED	TO SMC	

The undersigned guarantor(s) ("Guarantor"), in order to induce **SMC** ("**SMC**") to extend credit to the customer of SMC identified above (the "Customer") for the purchase of goods and services, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, do hereby absolutely and unconditionally guarantee payment of any and all debts, accounts, and liabilities, and any other obligations of the Customer to SMC whatsoever, arising on or after the date of this personal guaranty, that shall at any time be owing to SMC on account of goods or services provided by SMC, whether said indebtedness is in the form of notes, bills, open account, or any other similar obligation. This personal guaranty shall be an open and continuing guarantee and shall continue in force notwithstanding any change in the form of such indebtedness, or renewals or extensions granted by SMC, without any obligation of SMC to notify or obtain Guarantor's consent to the same, and without any obligation of SMC to pursue collection from the Customer. If there is more than one Guarantor, the liability of each shall be joint and several. This personal guaranty may only be revoked by Guarantor, effective upon the expiration of ten (10) days after receipt of written notice from Guarantor to SMC, provided that any such revocation shall not in any manner affect Guarantor's liability for any liability or indebtedness contracted by Customer prior to the revocation becoming effective as provided herein. Any notice to SMC shall be made by US certified mail return receipt requested, postage prepaid to the address provided above, and attention SMC credit manager.

Guarantor further agrees to indemnify and save SMC harmless from any loss, damage and expense caused by or arising out of any default by Customer or Guarantor, and agree, upon demand to pay SMC the amount of any such loss, damage or expenses, including, but not limited to, all reasonable costs, expenses and attorney's fees incurred in the enforcement of this personal guaranty, or the enforcement of any obligation as result of the extension of credit to Customer, whether or not suit is filed. This agreement shall be binding on the heirs and personal representatives of the Guarantor. SMC and Guarantor agree that this personal guaranty shall be governed by the internal laws of the state of Missouri, and the exclusive jurisdiction and venue for any action arising hereunder shall be in the state or federal courts located in Springfield, Missouri. SMC AND GUARANTOR EXPRESSLY WAIVE THE RIGHT TO TRIAL BY JURY IN ANY ACTION ARISING OUT OF THIS PERSONAL GUARANTY.

\*Signature of each married guarantor's spouse is required.

GUARANTOR NAME		GUARANTOR NAME		
SIGNED		SIGNED		
SS#	DATE	SS#	DATE	
ADDRESS		ADDRESS		
CITY	STATE ZIP	CITY	STATE ZIP	
GUARANTOR NAME		GUARANTOR NAME		
SIGNED		SIGNED		
SS#	DATE	SS#	DATE	
ADDRESS		ADDRESS		
CITY	STATE ZIP	CITY	STATE ZIP	

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.

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### 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.

#### 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:

- No re-stock handling charge if material reaches us within 30 days from ship date and you provide us with our invoice
- 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.

#### **OUR ERROR**

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

#### **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.

#### **EXCLUSIONS - NOT RETURNABLE FOR CREDIT**

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

#### NOTE: Resalable Condition is defined as the following:

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

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

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### ADDITIONAL TERMS AND CONDITIONS OF SALE

#### INCORPORATED IN EACH SMC QUOTATION

- 1. SALE AGREEMENT. The goods or products shall be sold in accordance with the terms and conditions in SMC's Quotation ("Seller") and these additional terms and conditions ('Terms"), and such other terms as Seller agrees to in writing, all of which shall be the Agreement of the parties with respect to the sale of goods. In the event of any conflict in the terms stated in the Quotation, and these Terms the Quotation shall control.
- 2. ACCEPTANCE. This sale is conditioned upon Purchaser's written acceptance of all terms and conditions of this Quotation. Seller rejects any and all terms in any purchase order or other document of Purchaser which are in addition to, different from, or inconsistent with this Quotation. This Quotation is an offer to sell, subject to final approval by Seller. The offer may be withdrawn at any time prior to Seller's final approval, and shall expire automatically if not accepted within 30 days from the date hereof, unless otherwise agreed to by Seller.
- 3. PAYMENT. Payment is due at the time of the order unless credit terms are provided on the face hereof, or otherwise provided by Seller. Any balance not paid when due shall draw interest at the rate of 1.5% per month (18% A.P.R.) on the average daily balance until paid or the highest rate allowed by applicable law, whichever is less. Notwithstanding paragraph 14 hereof, the parties agree that Seller may bring suit to collect any unpaid balance due from Purchaser (or arbitrate at Seller's option), and Purchaser shall pay all attorney fees and court costs incurred by Seller in connection with the suit to collect such unpaid balance, and all of Purchaser's defenses, avoidances and counterclaims (other than the defense of payment) shall be submitted to arbitration as provided in paragraph 14. All payments shall be made in U.S. currency.
- **4. CREDIT APPROVAL.** If Seller allows credit terms to Purchaser, the obligations of Seller hereunder, shall be subject to the condition precedent that Seller's credit department approves the credit of Purchaser.
- **5. DRAWINGS.** Any Seller drawings approved by Purchaser and its agents and representatives, shall be deemed to be in conformance with all project drawings and specifications provided by the Purchaser.
- **6. SHIPMENT.** Any shipment date designated on the face hereof is estimated and not guaranteed. Seller may ship the goods by any mode, and in full or partial shipments. Seller shall not be liable for any delay in shipment of the goods due to delays caused by its suppliers, and causes beyond its control, including without limitation, acts of God, wars, terrorism, sabotage, casualties, accidents, labor disputes or shortages, governmental laws, ordinances, rules or regulations (such as priorities, requisitions, allocations and price adjustment restrictions), or an inability to obtain material, equipment or transportation.
- **7. TITLE, RISK OF LOSS.** The goods shall be shipped FOB Seller's plant, and title to the goods and all risks of loss with respect to the goods shall transfer to the Purchaser after they have been placed in the possession of a carrier.
- **8. INSPECTION.** Purchaser shall inspect the goods at the time and place of delivery and Purchaser agrees that such occasion shall constitute a reasonable opportunity for its full inspection. The parties agree that Purchaser's failure to reject the goods within three (3) business days shall constitute acceptance of the goods.
- **9. TAXES AND DUTIES.** Purchaser shall pay, in addition to the purchase price, all sales, use and excise taxes, tariffs, duties and other charges imposed by any country, state, locality or other political subdivision in connection with the sale of the goods. For tax purposes, title to the goods shall pass from Seller to Purchaser upon being loaded for shipment
- 10. WARRANTIES. Seller makes no representation and disclaims all warranties, express or implied, for any product manufactured by a third party which may be sold by Seller, such products are sold by Seller, AS IS, for such products the warranty, if any, shall be the warranty provided by the original manufacturer, and Purchaser shall look solely to the original manufacturer for any warranty claim. For goods manufactured by Seller, Seller warrants that such goods shall be free of defects in workmanship for a period of one year from the date of shipment, or such other period as provided on the face hereof, and if goods do not conform to this warranty, Seller at its election shall repair or replace the goods, or refund the purchase price for the portion of the goods giving rise to the warranty claim, and in all cases the cost to repair or replace other property, the cost of removing and installing the goods, and freight are not included in this warranty; and provided that this warranty does not extend to products not of Seller's manufacture, and as to such products Seller conveys to Purchaser the warranty, if any, provided by Seller's vendor. THIS WARRANTY IS EXCLUSIVE, AND SELLER DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR OTHER WARRANTY, WHETHER EXPRESSED OR IMPLIED.

Oral statements by seller's employees or representatives do not constitute warranties, shall not be relied upon by Purchaser, and are not part of this Agreement. If Seller provides a warranty, it is conditioned upon Purchaser's payment in full. Any warranty offered by Purchaser to its customers, in excess of that offered by Seller, shall be the responsibility of Purchaser.

- 11. LIMITATION OF LIABILITY. The parties' exclusive remedy for claims arising hereunder shall be for damages. Neither party, under any circumstances, shall be liable to the other for special or consequential damages. The remedies of the Purchaser, and any other party, arising out of or related to the goods set forth herein are exclusive, and the liability of the Seller with respect to the goods, or anything done in connection therewith, or from the manufacture, sale, delivery, resale, installation or use of any of the goods sold by Seller, whether arising out of contract, negligence, strict liability, tort, or under any warranty, or otherwise, shall not, exceed the price charged by Seller for the portion of the goods giving rise to such liability.
- 12. CANCELLATION AND RETURNS. Purchaser may not cancel this agreement, or return goods without the prior consent of Seller. For special order goods the cancellation charge shall equal the total selling price less the estimated direct labor and materials not expended less the salvage value of materials already purchased, and for returns, the re-stocking fee may equal the price of the goods. For stock items, the cancellation and return charge shall equal a re-stocking fee of 25% of the total selling price, provided that in the case of a return the goods are returned, unused, undamaged, in the original unopened, unmarked and undamaged packaging, of current design and series, and such return is received by Seller, freight prepaid, not later than 30 days after Seller's consent to the return. Goods cut to length or modified to Purchaser's specifications, obsolete, discontinued or close-out items, broken or fragile items, custom goods or goods not returnable to Seller's vendor, or goods without Seller's invoice number, are not returnable for credit.
- 13. REMEDIES. Except as to warranty matters, the remedies provided herein are cumulative and in addition to any other remedies allowed by law or in equity. The failure of a party to exercise any right or remedy shall not constitute a waiver of the right to exercise that, or any other remedy; and no waiver of any breach or non-compliance of any provision herein shall operate as a waiver of any other breach or non-compliance of the same or any other provision.
- 14. APPLICABLE LAW, ARBITRATION. This Agreement is be governed by the internal laws of the State of Missouri. The parties agree that any proceedings in court or in arbitration shall be brought exclusively in Springfield, Missouri. THE PARTIES EXPRESSLY WAIVE ANY RIGHT TO TRIAL BY JURY. Except as provided in paragraph 3 hereof, any dispute, controversy or claim arising out of or relating to this Agreement or any purchase order issued by Purchaser and accepted by Seller hereunder (including, but not limited to, any dispute relating to the existence, interpretation, breach or termination hereof or thereof) that cannot be resolved by the parties shall be resolved by binding arbitration administered by, and in accordance with the Construction Industry Rules of the American Arbitration Association. The arbitration award may reduced to judgment by any court having jurisdiction thereof. The cost of the arbitration shall be shared equally between the parties, and each party shall bear its own attorney fees and expenses.
- 15. MISCELLANEOUS. This Agreement is a complete and exclusive statement of the terms of the Parties' agreement. No course of prior dealings between the parties and no usage of trade shall be relevant to supplement or explain any term used herein, and no modification shall be binding unless made in a writing and signed by the party to be charged. No claim or right arising out of a breach of this Agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by separate consideration and is in a writing signed by the party to be charged. Neither party shall assign its rights or delegate its duties under this Agreement. Facsimile and E-mail signatures of the parties shall constitute original signatures for all purposes. The invalidity of any portion of this Agreement shall not affect the validity of any remaining portions thereof. Certain goods may be accompanied by OSHA required MSDS prepared by the Seller's vendor, and Seller makes no warranty or recommendation with respect to the information contained in any MSDS, and the Purchaser is responsible for any reliance on such information and the use or application of such goods

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

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## **JOINT CHECK AGREEMENT**

Date:	//				
То:	SMC				
	<del></del>				
RE:	Project Name			<del></del>	
	Project Address				
	City	State	Zip		
	Customer Name				
	Customer Address				
	City	State	Zip		
	Total Payments to SMC Under this Agreem	nent \$	· · · · · · · · · · · · · · · · · · ·		
Gentleme	no:				
agrees the control of	is furnished upon said project within 45 days of the date they are ne Payor, if it has not previously done so. Past due amounts sha nt between Customer and Payor shall be effective to vary the tent its rights and obligations with respect to the materials provide instances whatsoever shall the Payor or Customer retain, withhout SMC's express prior written agreement, duly executed by eved or excused by, any "liquidated damage", "pay when paid", other, without SMC's express prior written agreement thereto dud, in writing, to SMC within thirty days of the event or discovery backcharge is accepted in writing by an officer of SMC, SMC within thirty days of the event or discovery errorided. The undersigned Payor shall submit payment in the ustomer and then forward the check(s) to SMC. The total of payor expressly waive any right to remove such action to work and perfororought exclusively in the state courts located in Greene County or and Payor expressly waive any right to remove such action to work attorney's fees and costs incurred in such action.	and by SMC shall be subject to the tent of or otherwise backcharge, or take a an officer of SMC. The Payor's and officer of SMC. The Payor's and officer of SMC. An of the matter giving rise to such claim of the matter giving rise to such claim of the compact of the compact of the such claim, set-off, credit or the sole remedy shall be to bring an actor of check(s) jointly payable to Sments to SMC under this agreement of the compact of the such claim of the such compact of the such	ms and conditions of sale betwer any credit or set-off against SMC Customer's obligation to promptly of any contract including any cry such claim, set-off, credit or band, set-off, credit or bandscharge. I backcharge to Payor's or Custom tion against SMC for such claim. SMC and the Customer, and shall shall be as set forth above.  Igreed that any action provided for objection to personal jurisdictions is the prevailing party in any actions.	en SMC and Customer. Under for any amount, or for any y pay SMC shall not be subject ontract between the Payor and ickeharge shall be promptly if liability for such claim, set-off, er's account. If such claim, set-off, credit or backcharge a I obtain the endorsement thereoff or or relating to this agreement and venue in such courts.	
Payor:		Customer:			
Print N	ame of Payor	Print Name of C	Customer		
Ву:		Ву:			
Print N	ame & Title	Print Name & T	itle		
Payor Address:		agree that the electron	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.		

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