



## CREDIT APPLICATION

### BUSINESS CONTACT INFORMATION

Company name:			
Phone:	Fax:	E-mail:	
Registered company address:			
City:	State:	ZIP Code:	
Date business commenced:			
Sole proprietorship:	Partnership:	Corporation:	Other:
Owner(s) Name:			
Employer ID #:	Tax Exempt #:	A/P Contact:	
If Subsidiary, Parent Company:			Phone#:
Address:			

### BUSINESS AND CREDIT INFORMATION

Bank name:			
Bank address:		Phone:	Fax:
City:	State:	ZIP Code:	
Contact:	Account number:		

### BUSINESS/TRADE REFERENCES (FAX NUMBERS ARE REQUIRED FOR PROCESSING)

Company name:			Contact:
Address:			
City:	State:	ZIP Code:	
Phone:	Fax:	E-mail:	
Account Number:			
Company name:			Contact:
Address:			
City:	State:	ZIP Code:	
Phone:	Fax:	E-mail:	
Account Number:			
Company name:			Contact:
Address:			
City:	State:	ZIP Code:	
Phone:	Fax:	E-mail:	
Account Number:			

### AGREEMENT

Unless prior arrangements are made in writing between the undersigned and H&B Products, Inc. the following standard credit terms will apply to all charge transactions:

1. All invoices are due within 30 days of invoice date. A 2% discount is offered on all current invoices paid within 15 days of invoice date.
2. Any account that ages 75 days past invoice date will be put on credit hold until the past due amount is paid.
3. Standard credit terms and conditions are subject to change at the exclusive discretion of H&B Products.
4. All customer accounts are subject to review. Credit lines may be revised or cancelled at the sole discretion of H&B Products.
5. Otherwise the absence of said written dispute constitutes a complete and final waiver thereof by both the customer and guarantor(s).
6. Signature of this document guarantees personal payment by the undersigned Authorized Representative in the event the company defaults.

SIGNATURES

Title:

Title:

Date:

Date:

# H&B Engineered Products, Inc.

12500 Baltimore Avenue, Unit F, Beltsville, Maryland 20705

Phone (301) 918-0241 Fax (301) 918-0242

[hdocuments@hbproducts.com](mailto:hdocuments@hbproducts.com)

## H&B Account Set Up Sheet

Customer name: \_\_\_\_\_

Customer wishes to receive invoices by the following method: (Please Check Box)

Email \_\_\_\_\_

Regular Mail Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Tax Exempt: (IF Yes, a copy of certificate(s) must be provided with application. YES NO

Purchases Order # Required: (Please Circle) YES NO

### H&B Use Only

Account Type Approved: CREDIT COD CASH

ONLY Credit limit Approved \$ \_\_\_\_\_

Account# Assigned \_\_\_\_\_



## **H&B ENGINEERED PRODUCTS, INC. TERMS AND CONDITIONS OF SALE**

**Pricing Policy:** Pricing is valid for 30 days after date of price quotation. As market conditions and fluctuations in material costs warrant, prices may be increased depending on date of release and/or shipment.

**Shipping Terms:** All shipments will be made F.O.B. factory. Shipments may be made in one or more lots. Shipping dates are estimates.

**Claims:** H&B's responsibility for all shipments ceases upon delivery of goods, in good order, to the carrier. All goods are shipped at customer's risk. Any claims for damage or shortage must be filed by customer against carrier. Claims for factory shortages will not be considered unless made in writing to H&B within 5 days of receipt of goods. Claims must be accompanied by bill of lading and factory order numbers, noting damage or shortage on same.

**Taxes:** Applicable sales taxes will be added to sales price unless otherwise noted by H&B. Payment of applicable taxes is the responsibility of the customer unless appropriate certificate of exemption is furnished.

**Returns:** Materials may not be returned without the express consent of an authorized H&B official. If return is approved applicable handling and transportation charges will apply.

**Cancellations:** Accepted orders are not subject to cancellation. Any and all expenses resulting from unauthorized cancellation will be borne by the customer.

**Limited Warranty:** All warranties are at the express terms of the specific manufacturer. No labor is borne for any warranty.

H&B's liability to the purchaser shall not exceed the lesser of the cost of correcting defects in cost of goods sold or the original purchase price of the goods. H&B shall not in any event be liable to purchaser or third parties for any delays of special, indirect or consequential damages.

H&B's warranty does not apply to any goods which have been opened, disassembled, repaired or altered by anyone other than an authorized H&B employee or service representative or which have been subjected to misuse, misapplication or abuse. H&B is not obligated to pay any labor or service costs for removing or replacing parts, or any shipping charges. Refrigerants, fluids, oils, and expendable items such as filters are not covered by this warranty. This parts warranty and any optional extended warranties are granted only to the user. H&B's duty to perform under any warranty may be delayed, at H&B's sole discretion, until H&B has been paid in full for all goods purchased. No such delay shall extend the warranty period.

**THIS WARRANTY CONSTITUTES THE CUSTOMER'S SOLE REMEDY. IT IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THERE IS NO IMPLIED**

WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IN NO EVENT AND UNDER NO CIRCUMSTANCES SHALL H&B BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER THE THEORY BY BREACH OF THIS OR ANY OTHER WARRANTY NEGLIGENCE OR STRICT TORTE

No person (including any agent, salesman, dealer or distributor) has the authority to expand H&B's obligation beyond the terms of express warranty, or to state that the performance of the product is other than published by H&B and/or specific manufacturer.

Terms of Payment: Terms of payment are subject to approval from H&B's credit department. If open credit is extended, terms of payment are 2% 15, Net 30 days from invoice date. In the event of default of payment, purchaser agrees to pay all cost of collection incurred by H&B, including but not exclusive to collection agency fees, attorney fees, and court costs.

Form of Payment: H&B accepts payment via check, cash, EFT or all major credit cards. 2% prompt payment discount is not offered in conjunction with payments made by credit card. Credit card payments will not be accepted for invoices aged 75 days and over.

Credit Hold Policy: A warning letter accompanied by copies of any past due invoices will be sent out when any account ages to 60 days. H&B will enforce credit hold on account balances aged to 75 days. Notice of Intent to Lien will be sent out for any invoices aged 90 days and above. Any exceptions to this policy must be approved in writing by H&B's credit department.

Terms of Sale: All sales of goods and related services are conditioned upon, and subject exclusively to, the global terms and conditions of sale of H&B Products, Inc. as set forth herein. Any conflicting terms found on buyer's purchase order or other documents, regardless of when presented to Company, are hereby expressly rejected.