



COLUMBUS FASTENERS CORP.

Dear prospective customer,

Thank you for your interest in establishing an account with Columbus Fasteners Corp. We will process your application as quickly as possible.

To speed the application process, please ensure you fill out the form as completely as possible. An authorized signature is required to indicate acceptance of our terms of sale and allow us to contact your trade references.

Please pay particular attention to:

- Where and how you want to receive invoices - fax or e-mail.
- Sales Tax - be sure to fill in the exemption form if you are tax exempt. We must charge you sales tax if we do not receive a properly completed exemption form.
- Purchase Orders - do you require them?
- Trade References - Please provide fax numbers for all your references. Most companies require faxed requests for credit information.
 - Unfortunately, MSC Industrial Supply, Lowes, Home Depot and credit card companies do not respond to trade reference requests.
 - Granger and McMaster Carr will respond only when we have your account number.

Thank you again, and we look forward to our new relationship. We will contact you as soon as your account is open.

Sincerely,

Ron Keller

COLUMBUS FASTENERS CORP.

1150 Chesapeake Ave.
P.O. Box 12250
Columbus, OH 43212-0250



Phone: (614) 486-6670
(877) 486-6670
Fax: (614) 486-2485

Date: ___ / ___ / ___

Credit Application

Company Information:

Company Name _____
Billing Address _____
City _____ State _____ Zip _____
Shipping Address _____
County _____ (County for ship to address)
City _____ State _____ Zip _____
Telephone (____) _____ email address _____
Fax (____) _____

Type of Business:

Corporation LLC Partnership Individual

Date Established: _____ / _____ / _____

Principal Business Activity: _____

Owners or Officers:

Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

Contact Information:

Purchasing Contact: _____
Accounts Payable Contact: _____

Faxing of Invoices:

Our normal method of billing is to send invoices via fax or email. Please check box below and enter a different fax number, only if you need to have your invoices sent to a different fax number than the one listed under company information. Check the box below and provide your email address if your prefer to receive invoices via email.

Please send invoices to this fax number - _____
 Please send to this email address _____

Sales Tax Information:

Taxable Tax Exempt *

* If you are claiming Tax Exempt Status, we must receive a completed certificate of exemption.

Purchase Orders: Do you require Purchase Orders for all orders placed with us?

Yes No

Bank Reference:

Bank Name _____
Contact _____ Fax () _____
Address _____ Phone () _____
City _____ State _____ Zip _____

Trade References:

Please provide a fax number for all your trade references. This will speed up the credit approval process.

If you are using WW Grainger as a credit reference, you must give your account number. Grainger will not give references without an account number.

1 Company _____
Contact _____ Fax () _____
Address _____ Phone () _____
City _____ State _____ Zip _____

2 Company _____
Contact _____ Fax () _____
Address _____ Phone () _____
City _____ State _____ Zip _____

3 Company _____
Contact _____ Fax () _____
Address _____ Phone () _____
City _____ State _____ Zip _____

4 Company _____
Contact _____ Fax () _____
Address _____ Phone () _____
City _____ State _____ Zip _____

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Terms of Sale

Prices

Pricing will be based on Columbus Fasteners' standard pricing at the time an order is placed. Special quotes are available upon request.

Minimum Billing

Net minimum billing is \$10.00. We will attempt to advise a customer when their order is below minimum so order quantities can be increased, but can not guarantee that we will always do so.

Payment Terms

Columbus Fasteners Corp. (CFC) offers two payment terms beyond cash, check or credit card at the time of sale:

1. **Net 30 Days.** Invoices will be faxed, emailed or mailed the next business day after you make a purchase. Payment must be received in our office within 30 days of each invoice date.

 2. **Net 5th Prox on your Credit Card.** All of your invoices are accumulated for one calendar month. On the 5th of the following month, they are charged against a credit card number that you have put on file with us.
 - a. You sign a Monthly Credit Card Authorization Agreement with CFC and provide us with the details of a valid credit card. You must also keep the card number and expiration date current.
 - b. You accumulate charges for one calendar month
 - i. Invoices under this program will be faxed or emailed only. We will not print and mail invoices for customers who choose these terms.
 - c. On the 1st of the following month (or the first business day thereafter), CFC will fax or email you a statement of your account.
 - i. If you find any fraudulent charges, report them to CFC immediately and they will not be charged to your credit card.
 - ii. Other questions such as quantity received, unit price, sales tax charged, etc. that you may have about an invoice will be resolved by credit or adjustment the following month. The full amount of any of these invoices will be charged to your credit card.
 - d. On the 5th of the following month (or the first business day thereafter) we will charge your credit card for the full amount of any charges you have made the previous month less any charges you have reported as fraudulent plus any amounts previously deducted because they were reported as fraudulent but were later validated by the card issuer.
- **Other Credit Card payments.** Any payment by credit card of an open invoice that is not on the Net 5th Prox terms shown above will be charged a 3% Handling Charge.

 - **Delinquent Accounts.** A finance charge of 1 1/2% per month (18% annual rate) may be added to any past due amounts. Customer agrees to pay all cost of collection or attempting to collect, including reasonable attorneys' fees, any amounts not paid by customer within payment terms.

Credit Policy

We may decline to accept orders or stop orders in process if customer has invoices more than 30 days past due or if reason develops to question financial responsibility of customer.

Freight

Standard freight terms are F.O.B. shipping point. Prepaid freight terms are available on orders exceeding certain dollar amounts. Please check with your salesperson for additional information regarding prepaid freight terms.

Backorders

Unless otherwise instructed, we will backorder any items not filled on your original order, except backorders totaling less than \$ 5.00 which will be canceled. Backorders will be shipped under the same freight terms as the original order on which they were placed.

Delivery Dates

Whenever possible, we will attempt to quote a delivery date on items not in stock. However, these quotes are estimates based on information from our suppliers, and we can not guarantee them.

Returns

No returns will be accepted without prior authorization. No returns will be accepted on special order items. To be returned, products must be unaltered and in excellent condition and in original packages whenever possible. A restocking charge may be charged on any accepted returns.

Damaged or Short Shipment

Shortages must be reported within 5 days after receipt of shipment. If shortage is found to be the fault of the freight carrier, customer must make claim with carrier (except UPS claims which we will make). If any goods are damaged in transit, customer must make claim with freight carrier (except UPS) for reimbursement.

Cancellations

Cancellations of orders for standard products will be accepted prior to shipment. Cancellations will be accepted on non-stock or special order items only when we are able to cancel our orders for these items. Customer must agree to pay any actual costs incurred by us to cancel special orders or orders for non-stock items.

Warranties

Columbus Fasteners Corp. is a distributor not a manufacturer of the products we sell. As such, we do not offer any warranties of our own. Many of the products we sell are covered by manufacturer's warranties. The terms of these manufacturer's warranties vary, but all contain clauses similar to these:

1. The manufacturer's warranty is given in lieu of any and all other express or implied warranties, including any implied warranty of merchantability or fitness for a particular purpose.
2. The manufacturer's sole and exclusive obligation to the buyer is to replace or repair the defective product. They will not be liable for any other damages, including but not limited to incidental damages, consequential damages or special damages.

If you would like to see the specific warranty terms on a product, please contact us.

Differing or Additional Terms of Sale

Columbus Fasteners' offer of sales, as set forth herein, as well as customer's acceptance thereof by purchase shall be limited strictly to these terms and conditions which shall constitute the full agreement between the parties. Any additional, differing or contradictory terms which may be contained in the customers's purchase order shall not be of any effect and shall not be part of this agreement without the express written consent of Columbus Fasteners.

Authorized Signature:

The person signing below affirms that he or she is authorized to bind the company listed above to the TERMS OF SALE of Columbus Fasteners Corp., a copy of which is acknowledged as received. Further that Columbus Fasteners is granted permission to check with the references listed above as part of a credit check.

Signature: _____ Title _____

Printed Name _____ Date _____



**STATE OF OHIO
DEPARTMENT OF TAXATION
SALES AND USE TAX
BLANKET EXEMPTION CERTIFICATE**

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

Columbus Fasteners Corp.

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchaser, or both, as shown hereon:

PURCHASER MUST STATE A VALID REASON FOR CLAIMING EXCEPTION OR EXEMPTION.

Purchaser's Name

Street Address

City State Zip

Signature and Title

Date Signed

Vendor's License Number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchasers must comply with rule 5703-9-10 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.