

# Associated Fasteners & Industrial Supply, Inc.

6854 Chrisphalt Drive  
P.O. Box C  
Bath, PA 18014  
610.837.9200 Office  
610.837.7972 Fax

**Associated Fasteners &  
Industrial Supply, Inc.**

## CREDIT APPLICATION

Federal Tax ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Limit Requested: \$ \_\_\_\_\_

Business Name: \_\_\_\_\_

Bill To: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

A/P Contact & Email\*: \_\_\_\_\_

\*Would you prefer to have invoices faxed or emailed? \_\_\_\_\_

Ship To: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Year Established: \_\_\_\_\_ Corporation?  Partnership?  Proprietorship?  LLC?

### Partners or Officers:

	Name	Title	Home Address	City	State	Telephone
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____

### Bank Reference:

Name	Address	City, State	Telephone	Fax	Account #
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### Trade References:

	Name	Title	Home Address	City	State	Telephone
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____

\*\*\*PLEASE FAX THE FOLLOWING 3 ITEMS TO (610) 837-7972 IN ORDER TO BE PROCESSED:

1. SIGNED CREDIT APPLICATION (PAGE 1)
2. SIGNED TERMS AND CONDITIONS (PAGE 2 & 3)
3. COPY OF YOUR STATE-ISSUED CERTIFICATE OF RESELL (INDICATING SALES TAX EXEMPTION ON PURCHASES)

Signature of Officer

Or Principal: \_\_\_\_\_ Printed Name: \_\_\_\_\_

This application must be signed by an officer or principal of the company in order to be processed. By your signature on this form, you grant us permission to verify the information with the references listed. Additionally, this acknowledges acceptance of Associated Fasteners, Inc.'s TERMS AND CONDITIONS attached to this form.

#### General Conditions

Prices are subject to change without notice and cannot be guaranteed. Orders will be billed at prices in effect at the time order was received. The shipment of orders is subject to approval by our Credit Department.

#### Payment Terms

Associated Fasteners, Inc. reserves the right to refuse to sell to any persons or firms. We are pleased to offer qualified customers an appropriate line of credit after formal approval of their application. Payment terms for customers with an open line of credit are 2%10,net 30 days from date of invoice. Credit cards can also be used to purchase products from Associated Fasteners, Inc. We accept Visa, Mastercard, and American Express. Credit cards cannot be used to pay off balances on open lines of credit with the company.

Associated Fasteners, Inc. reserves the right to extend or withhold lines of open account credit to any company based on record of trade payments, financial condition, amount of credit needed, etc. Associated Fasteners, Inc. may also require personal guarantees and/or other security interests in the credit review process. Inquiries about credit requirements should be addressed to: Associated Fasteners, Inc. Credit Department, P.O. Box C, Bath, PA 18014.

#### Past Due Accounts

Open account privileges may be suspended if invoices for any month are not paid when due within published terms, and subsequent orders may be held until the account balance is reduced to a current status. Unusual cases of adjustment or dispute will be given individual consideration and handled accordingly. Interest at the rate of 1.5% per month or 18% per year may be charged on any past due balance and shall be paid by customer. Reasonable attorney's fees and other collection costs will be added to collection claims. A service charge of \$50.00 will be assessed on any returned check.

#### Freight Policy

All orders are F.O.B. shipping point, with freight prepaid and added to the customer's invoice. Freight reduction opportunities are available in certain areas of operation; please contact your local sales representative for more information.

#### Fuel Surcharge

In addition to the freight policy above, Associated Fasteners Inc. reserves the right to adjust charges due to carrier fuel surcharges and other fees.

I agree to these terms & conditions: \_\_\_\_\_  
(Signature of Officer or Principal of company)

\*\*Please fax all signed pages to: (610) 837-7972.

### Return Policy

Our Customer Service Department works closely with clients to make these transactions as easy as possible. Contact our Customer Service team within 30 days of your purchase at (610) 837-9200 for the prompt handling of your merchandise returns.

### Obtaining a Return Authorization Number

Prior to any return, these three steps will ensure a smooth process. These essential steps pertain to any and all returns.

- 1) You **MUST** call our Customer Service Department for approval at the phone number listed above. Please have the following information available:
  - A) Your account number
  - B) The invoice number
  - C) Quantity to be returned
  - D) Manufacturer part number
  - E) Reason for the return

2) Customer Service will issue you a Return Materials Authorization (RMA) number

3) Customer Service will issue you shipping instructions. Please write your RMA number on your shipping label and affix to shipping carton. In the case of multiple cartons, write your name on EACH shipping label, AND indicate number of cartons, for example: 1/3, 2/3, 3/3. If the shipping carton is the original manufacturer packaging, DO NOT write the shipping address or RMA numbers directly on packaging as the product must be in resalable condition, with no defacing, to receive credit.

### Merchandise Credits

To receive credit, the merchandise must be in its original package and be in resalable condition. Products that do not meet these criteria will be returned to the customer and no credit will be issued. Return requests must be approved, processed, and returned to our distribution center within 30 days of the original invoice date. There will be no restocking fee for items returned within the approved timeline. Returned items received outside of the 30-day return window will not be issued credit and will be sent back to the customer. Non-stocks, discontinued, and special order items will not be available for returns. Customers will be issued credits to their account upon receipt and verification of the condition of product at our warehouse.

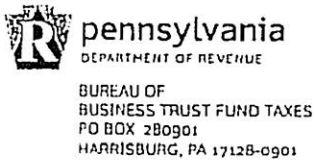
### Warranty Policy

Associated Fasteners Inc. will support the warranties from our suppliers and will execute their applicable written warranty policy. These warranties generally cover replacement of defective product that is returned. Regardless of the manufacturer's policy, we cannot provide credit for warranty issues that were not purchased from Associated Fasteners, Inc.

I agree to these terms & conditions:

\_\_\_\_\_  
(Signature of Officer or Principal of company)

\*\*Please fax all signed pages to: (610) 837-7972.



**PENNSYLVANIA EXEMPTION  
CERTIFICATE**

**CHECK ONE:**

- STATE OR LOCAL SALES AND USE TAX
- STATE OR LOCAL HOTEL OCCUPANCY TAX
- PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
- VEHICLE RENTAL TAX (VRT)

(Please Print or Type)

This form cannot be used to obtain a Sales Tax License Number, PTA License Number or Exempt Status.

Read Instructions  
On Reverse Carefully

**THIS FORM MAY BE PHOTOCOPIED - VOID UNLESS COMPLETE INFORMATION IS SUPPLIED**

- CHECK ONE:  PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)  
 PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller, Vendor, or Lessor  
Associated Fasteners, INC.

Street	City	State	ZIP Code
6854 Chrisphall Dr./ P.O. Box C	Bath	PA	18014

NOTE: Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles, use one of the following forms:

- FORM MV-1 Application for Certificate of Title (first time registrations)
- FORM MV-4ST Vehicle Sales and Use Tax Return/Application for Registration (other registrations)

Property and services purchased or leased using this certificate are exempt from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

- 1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: \_\_\_\_\_
- 2. Purchaser is a/an: \_\_\_\_\_
- 3. Property will be resold under License Number: \_\_\_\_\_ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- 4. Purchaser is a/an: \_\_\_\_\_ holding Exemption Number \_\_\_\_\_
- 5. Property or services will be used directly and predominately by purchaser performing a public utility service.  
 PA Public Utility Commission PUC Number \_\_\_\_\_ and/or  US Department of Transportation MC/MX \_\_\_\_\_
- 6. Exempt wrapping supplies, License Number: \_\_\_\_\_ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- 7. Other \_\_\_\_\_  
(Explain in detail. Additional space on reverse side.)

I am authorized to execute this Certificate and claim this exemption. Misuse of this Certificate by seller, lessor, buyer, lessee, or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee	Signature	EIN	Date
Street	City	State	ZIP Code

- 1. ACCEPTANCE AND VALIDITY:**  
For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 60 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.
- 2. REPRODUCTION OF FORM:**  
This form may be reproduced but shall contain the same information as appears on this form.
- 3. RETENTION:**  
The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.  
**DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.**
- 4. EXEMPT ORGANIZATIONS:**  
This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75-00000-0).

## GENERAL INSTRUCTIONS

Those purchasers set forth below may use this form in connection with the claim for exemption for the following taxes:

- a. State and Local Sales and Use Tax;
- b. PTA rental fee or tax on leases of motor vehicles;
- c. Hotel Occupancy Tax if referenced with the symbol (●);
- d. PTA fee on the purchase of tires if referenced with the symbol (+);
- e. Vehicle Rental Tax (VRT)

### EXEMPTION REASONS

1.) Property and/or services will be used directly and predominately by purchaser in performing purchaser's operation of:

- A. Manufacturing      B. Mining      C. Dairying      D. Processing      E. Farming      F. Shipbuilding

This exemption is not valid for property or services which are used in: (a) constructing, repairing, or remodeling of real property, other than real property which is used directly in exempt operations; or (b) maintenance, managerial, administrative, supervisory, sales, delivery, warehousing or other nonoperational activities. Effective October 1, 1991, this exemption does not apply to certain services and PTA tire fee.

2.) Purchaser is a/an:

- + A. Instrumentality of the Commonwealth.
- + B. Political subdivision of the Commonwealth.
- + ● C. Municipal Authority created under the "Municipality Authorities Acts".
- + ● D. Electric Cooperative Corporations created under the "Electric Cooperative Law of 1990".
- E. Cooperative Agricultural Associations required to pay Corporate Net Income Tax under the Cooperative Agricultural Association Corporate Net Income Tax Act (exemption not valid for registered vehicles).
- + ● F. Credit Unions organized under "Federal Credit Union Act" or Commonwealth "Credit Union Act".
- + ● G. United States Government, its agencies and instrumentalities.
- H. Federal employee on official business (Exemption limited to Hotel Occupancy Tax only. A copy of orders or statement from supervisor must be attached to this certificate.)
- I. School Bus Operator (This Exemption Certificate is limited to the purchase of parts, repairs or maintenance services upon vehicles licensed as school buses by the PA Department of Transportation. For purchase of school buses, see NOTE below.)

3.) Property and/or services will be resold or rented in the ordinary course of purchaser's business. If purchaser does not have a PA Sales Tax License Number, complete Number 7 explaining why such number is not required. This Exemption is valid for property or services to be resold: (1) in original form; or (2) as an ingredient or component of other property.

4.) Renewable Entities beginning with the two numbers 75:

- A. Religious Organization
- B. Volunteer Firemen's Organization
- C. Nonprofit Educational Institution
- D. Charitable Organization

Permanent Exemptions beginning with the two numbers 76:

- E. School District

Special Exemptions:

- F. Direct Pay Permit Holder
- + ● G. Individual Holding Diplomatic ID
- H. Keystone Opportunity Zone
- I. Tourist Promotion Agency

Exemption limited to purchase of tangible personal property or services for use and not for sale. The exemption shall not be used by a contractor performing services to real property. An exempt organization or institution shall have an exemption number assigned by the PA Department of Revenue and diplomats shall have an identification card assigned by the Federal Government. The exemption for categories "A, B, C and D" are not valid for property used for the following: (1) construction, improvement, repair or maintenance of any real property, except supplies and materials used for routine repair or maintenance of the real property; (2) any unrelated activities or operation of a public trade or business; or (3) equipment used to maintain real property.

5.) Property or services will be used directly and predominately by purchaser in the production, delivery, or rendition of public utility services as defined by the PA Utility Code

This Exemption is not valid for property or services used for the following: (1) construction, improvement, repair or maintenance of real property, other than real property which is used directly in rendering the public utility services; or (2) managerial, administrative, supervisor, sales or other nonoperational activities; or (3) tools and equipment used but not installed in maintenance of facilities or direct use equipment. Tools and equipment used to repair "direct use" property are exempt from tax.

6.) Vendor/Seller purchasing wrapping supplies and nonreturnable containers used to wrap property which is sold to others.

7.) Other (Attach a separate sheet of paper if more space is required)