



## Sun Windows, Inc. Credit Policy

### Open Account Status

A credit application must be completed and submitted, along with a copy of your W-9 form, to be considered for **Open Account Status**. The Sun Windows Credit Application must be completed in full and signed by an authorized person (owner). We require two calendar weeks to complete a credit check. Orders placed prior to **Approved Open Account Status** must be prepaid. Written notification of the completed credit application evaluation will be sent to you. Consideration for open account status requires repetitive order cycles in conjunction with significant invoice values

### Credit Limit

All customers have an established credit limit. Notification of the credit limit will be included in the written notification of **Open Account Status**. We will not process or ship any orders if the credit limit is exceeded. Requests for temporary extensions of the credit limit will be reviewed based on purchase volume and strongly evaluated against payment history.

### Payment Terms

Our desire is to offer you, our valued Customer, the most competitive pricing we can without any hidden cushions or anticipated financing fees. Therefore, we cannot be tolerant of overdue accounts.

- **Late Fees:** 2% per month is charged on invoices that have not been paid-in-full in 30 days.
- **Credit Hold:** Any account with unpaid invoices beyond terms will be placed On-Hold. No orders will be processed or shipped until the account has been brought up to current (all **Past-Due** invoices plus late fees and other charges paid in full).
- **NFS Checks:** Checks with insufficient funds received for payment will result in a fee of \$25 and the account will lose its **Open Account Status**. This means that orders will only be accepted with **Cash-In-Advance**. The NSF check must be replaced immediately with a certified check, a cashiers check or a money order and all **Cash-In-Advance** orders must be paid using the same payment options. Note: the return of **Open Account Status** must be re-negotiated.
- **Collections:** If the above attempts have failed to collect the amounts owed, the account will be forwarded for collection. Reasonable costs and expenses, including attorney's fees and/or collection agency fees will be added to your account.
- **Sales Tax:** If you are exempt from sales tax, a **Sales Tax Exemption Certificate** must be submitted with your credit application.
- **Other Requirements:** Please submit any pertinent policy information we should know about your purchasing system with your credit application. This includes, but is not limited to, special shipping or handling instructions, purchase order policies, payment policies, invoicing requirements, etc.

### Additional Terms

- **Dealer Discounts:** All dealers are given a discount that applies to our List Prices. This discount is established when you are set up as a Dealer. It is subject to adjustment at any time at Sun's sole discretion.
- **Ordering Products - SunQuote:** Sun Windows has a product quoting and ordering software tool available to our dealers. All dealers are strongly encouraged to use this software to quote and order Sun products. This insures that the information is accurately communicated. All other methods of placing orders (verbal, FAX, email, etc.) are highly discouraged and become the sole responsibility of the customer. Sun Windows accepts no responsibility for errors on non-SunQuote submitted orders.
- **Order Date:** The Order Date is the date the order is entered in the Sun Order Entry System. This is normally the same date the order is received. However, the order date may be a later date if any of the following occurs:
  - 1) the order is submitted by phone.
  - 2) the order is submitted with a credit application pending approval.
  - 3) the order is pending approval for C.O.D. shipment.
  - 4) the order is on hold due to account not kept in terms of agreement.
  - 5) the order has special conditions that require approval.
- **Changes & Cancellations:** No product may be cancelled or changed once it has been ordered.
- **Returns/Claims:** No goods will be accepted for return without prior written authorization. Any claims regarding an invoice issue must be made within 10 business days of the date shipped.
- **Shipping Charges:** Sun will ship orders by various methods, depending the size of the order, delivery location, and other factors. Orders shipped by Sun Truck within our 1-day delivery<sup>1</sup> area may<sup>2</sup> qualify for free shipping. All other orders are subject to shipping fees. These fees will be negotiated and added to the order total. Dealers outside of our 1-day delivery area should clearly understand that all their orders are subject to shipping charges.

1. 1-day Delivery Area indicates the physical region roughly 200 miles in radius from Sun's factory that allows for a 1-day to and back trip for Sun Trucks.

2. Indicates that this is subject to the various factors involved in scheduling deliveries.



# Sun Windows, Inc.

## Credit Application

Legal Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_ Division/Branch: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Ownership (check one):  Individual  Limited  Corporation (State of Corp) \_\_\_\_\_ If a subsidiary, list parent company \_\_\_\_\_

Type of Business (check one):  Dealer  Retail  Wholesale  Distributor  OEM  Other \_\_\_\_\_

Your Business is (check one):  New  Established (list number of years) \_\_\_\_\_

**Principal Owner(s) / Officers and their titles**

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Accounting Manager / Controller**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Accounts Payable:**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**E-mail Acknowledgements To:** Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**E-mail Invoices To:** Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**CREDIT REFERENCES - Banks**

Name:	Address	Phone	Fax	Contact	Account Type	Account #

**Major Suppliers**

Name:	Address	Phone	Fax	Contact

**Owner's must answer the following questions**

1. Have you ever filed bankruptcy?  YES (date filed: \_\_\_\_\_)  NO
2. Do you agree to tell us if you ever become unable to pay us within 30 days from the ship date?  YES  NO
3. Will you give us a financial statement, if required, to establish credit?  YES  NO
4. Does your company require the use of purchase orders?  YES  NO
5. How long have you been in this type of business? \_\_\_\_\_
6. Are you a member of your local homebuilders association?  YES  NO
7. What is your annual volume of Window and Door sales? \_\_\_\_\_
8. What is your required line of credit? \_\_\_\_\_ What is your required monthly line of credit? \_\_\_\_\_
9. Are you listed in Dun & Bradstreet?  YES  NO (If YES, how are you listed \_\_\_\_\_)
10. Will you sign a personal guarantee if required to establish credit?  YES  NO

**Authorization to Release Information** (This document must be signed by all the owners before this application will be processed.)

In order for Sun Windows, Inc. to consider credit terms of sale for purchases made by the undersigned or its agents herewith applied for, the undersigned gives permission for Sun Windows, Inc. and its agents to obtain any and all information requested by this application for credit. Furthermore, the undersigned acknowledges that each credit purchase invoice will be subject to the following terms and conditions: a) All invoices are payable upon receipt, unless otherwise stated on invoice. No unearned cash discounts will be allowed; b) All delinquent invoices are subject to a delinquency charge of 2% for each 30 day period or portion thereof that the same remains unpaid, commencing from and after the due date thereof; c) Purchaser shall pay reasonable costs and expenses including attorney's fees and/or collection agency fees incurred by Sun Windows, Inc. or its assign in collecting any amount due for materials sold or delivered; d) Purchaser acknowledges that all orders must be credit approved by Sun Windows, Inc. prior to acceptance. I (we) hereby request credit terms of sale for purchases from Sun Windows, Inc. I (we) hereby guarantee prompt payment of all obligations due within their terms of sale. I (we) certify that we are authorized by the company to sign this application on its behalf.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_