



**To Our New Customer:**

The following packet contains the information that is required by Intermountain Wood Products to establish an open line or credit. It is important that the application be filled out completely to avoid a delay in processing or possible denial on account of incompleteness.

Please fill out the CREDIT APPLICATION and sign on the second sheet of the application in the appropriate places. If your business is a sole proprietorship, you need only sign the application portion and not the guaranty. If the business is a *partnership*, then each partner must sign the application and you need not sign the guaranty. If the business is a *corporation or LLC*, then a corporate officer or LLC member must sign the application and also the guaranty.

If the material that you purchase from us is for resale and it is not to be taxed; then attach a copy of your sales tax certificate or as required in some states, a completed state appropriate tax exempt form. These are available upon request. If your tax number is applied for and you have not yet received your number from the state, your purchases will be charged tax until you receive your number and return the exemption certificates to us. If you want your purchases to be taxed, then do not return these forms to us.

Please read the attached CREDIT POLICY of Intermountain Wood Products so that you will be familiar with our terms and conditions to keep an open account.

When the credit application is complete, please fax the application back to me at (801) 466-0428 attention Kent Baker or give it to your sales representative.

Thank you for your cooperation and we appreciate your business.

Credit Manager

**INTERMOUNTAIN WOOD PRODUCTS**

PO Box 65970

Salt Lake City, Utah 84165-0970

Salesman # \_\_\_\_\_

Del Fee : \$ \_\_\_\_\_

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

**Billing Address:** \_\_\_\_\_

**Shipping Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address for Accts Payable:** \_\_\_\_\_

**\*Note:** Only fill in if you would like invoices or statements emailed. Otherwise invoices will be sent with the order as a packing slip.

**Type of Ownership:** Corporation \_\_\_\_\_ Limited Liability Company \_\_\_\_\_ Partnership \_\_\_\_\_  
Limited Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Other \_\_\_\_\_

**Owners and/or Officers:**

Name	Home Address	Title	Home Phone	Social Security No.

**Type of Business:** \_\_\_\_\_ **Date Started:** \_\_\_\_\_

**Federal I.D.#:** \_\_\_\_\_ **Tax Exempt: Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Number:** \_\_\_\_\_

If Yes, Attached certificate must be completed.

**Are Purchase Orders required?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Names of Authorized purchasers:** \_\_\_\_\_

**Credit limit desired:** \_\_\_\_\_ **Do you own or lease business property:** \_\_\_\_\_

**Name Lessor:** \_\_\_\_\_

**Have you or a business you owned ever filed bankruptcy:** \_\_\_\_\_ **If yes when:** \_\_\_\_\_

**Person to contact for payment or problems:** \_\_\_\_\_

**Bank References:**

**Bank:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Loans:** \_\_\_\_\_

**Checking Account #:** \_\_\_\_\_ **Savings Acct #:** \_\_\_\_\_

**Officer to**

**Contact:** \_\_\_\_\_

**Trade References Required:**

Company Name	Address	Contact Person	Phone

**SIGNATURE REQUIRED ON NEXT PAGE**

**Terms & Conditions of Open Account**

(Please Read Carefully)

**PAYMENT TERMS ON PURCHASES ARE 1% 10<sup>TH</sup> OF MONTH NET END OF MONTH FOLLOWING PURCHASE.**

An additional 2 % per month interest charge will be charged on all accounts not paid within the above terms, both before and after judgment, and continuing each month until paid. In the event of default, the undersigned agrees that all costs of collection and attorney's fees together with court costs and further agrees that any legal action brought hereunder may be brought in Salt Lake, Utah. No terms or conditions hereof may be changed except by written consent of Intermountain Wood Products. All sums due for goods and/or services purchased by, for, or on behalf of the undersigned are payable to Intermountain Wood Products P. O. Box 65970, Salt Lake City, Utah 84165-0970, Salt Lake County, Utah

The undersigned warrants that he/she has authority to execute this Open Account Agreement and to bind said company to the terms contained herein.

I/We understand, acknowledge, and accept Intermountain Wood Products terms of sale and certify that the information given herein is true and correct.

I/We hereby authorize you or your agent/representatives to secure a business or consumer credit report and agree to release of credit information. This authorization shall be continuing without expiration and a photocopy or fax copy shall be given the same effect as the original.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

Company Name \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_

**PERSONAL GUARANTEE**

Jointly and Severally

In consideration of Intermountain Wood Products extending credit, I/We the undersigned, hereby jointly and severally guarantee the prompt performance of the duties and obligations set forth in the above agreement and payment to Intermountain Wood Products, its successors, and assigns from \_\_\_\_\_ and its related entities (hereinafter collectively referred to as "Debtor"), together with interest at the rate of 2% per month, both before and after judgment, all costs of collection and attorney fees not to be less than 1%. Liability of the undersigned shall not be affected or prejudiced by the additional acceptance of a note or other evidence of indebtedness, the extension of time for payment, payment arrangements, or other indulgence granted to Debtor, or by agreement affecting said indebtedness, and the undersigned hereby waives notice of any or all of the aforesaid. The filing of suit or exhaustion of collection or legal remedies against Debtor shall not be a condition precedent to the enforcement of this guarantee and the undersigned hereby expressly waives presentment for payment, demand, protest, notice of protest or diligence. This guarantee shall be a continuing guarantee.

I/We hereby authorize you or your agent/representatives to secure a business or consumer credit report and agree to the release of credit information. This authorization shall be continuing with out expiration and a photocopy or fax copy shall be given the same effect as the original.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_

**This open account agreement will not be processed without the dates and signatures needed above!**

## **CREDIT POLICY**

One of the functions of a wholesale distributor is providing financing to its customers. When issuing financing or credit it is important that both parties know what is expected of them. Intermountain Wood Products has a responsibility to be prudent in managing our accounts receivable and consistent in enforcing our credit policy. For these reasons, we have outlined our policy.

### **I. Obtaining Credit**

- A. Credit application must be completed and signed. Current financial statements (balance sheet, profit and loss statement) should accompany signed credit application if possible.
- B. Once the credit application has been filled out completely we will check the credit references, obtain further credit information from the Credit Association and submit for credit insurance coverage.
- C. The final step in credit approval would be to establish credit limits. Elements in establishing credit limits will be: Past experiences, credit references, bank references and credit insurance coverage.
- D. Any account requesting a credit limit of \$10,000 or more, a recent financial statement will be required.

### **II. Credit Terms**

- A. Our terms are 1% 10<sup>th</sup> NET end of month. The cutoff day for purchases is the last working day of each month. This means a discount may be taken on invoices that are paid by the 10<sup>th</sup> of the month following purchase and not on the last working day of month following purchases.
- B. Accounts paid with credit cards will receive no cash discount.
- C. Discounts will not be allowed on any payment received after the 10<sup>th</sup> of the month following purchases. Any discounts taken after the 10<sup>th</sup> will be charged back to the account.
- D. Service charges will be charged on invoices that have not been paid by the end of the month following purchase. Our service charge rate is 24% per annum. Service charges are not negotiable.
- E. Any account that has not paid for purchases by the end of the month following those purchases will be considered past due. At that point if no attempt has been made to rectify the problem the account will be placed on the COD basis until paid current. No cash discounts will be allowed on purchases while the account is on COD. Shipments requiring common carrier delivery must be paid for prior to delivery.
- F. Customers must report all disputed items within 10 days after invoicing. All amounts not disputed must be paid according to terms.
- G. Cash sale accounts will be allowed the standard cash discount on their purchases.
- H. Cash sale and/or COD customers requesting special ordered material must pay for 50% of the order when placed and the balance on delivery.
- I. A \$30.00 fee will be charged on any returned check. After two returned checks, accounts will be required to pay cash or to issue cashier's checks for purchases.
- J. Any special order on any product line, including products produced by our mill, will be subject to a 50% down payment. The down payment requirement can be waived only by the Credit Manager on a per case basis.
- K. Accounts that have been inactive for 6 or more months may be put on temporary hold until a new credit report can be obtained. Once the credit report is obtained, the Credit Manager will determine if credit will continue to be extended.

### **III. Collections Procedures on Delinquent Accounts**

- A. Monthly statements and collection follow-up will be done continually to inform all customers as to how this policy will affect their credit standing.

- B. New accounts that go past due will automatically be put on COD until the account is current.
- C. All accounts with balances 60 days past due will be put on COD without exception until current.
- D. We will make every effort to work with a customer to clear up a problem account. However, if there has been no activity on the account for sixty days after the account became past due, then we will be forced to initiate legal collection proceedings.