



Creating opportunities to build trust through service.

To Our New Customer:

The following packet contains the information that is required by Intermountain Wood Products to establish an open line of credit. It is important that the application be filled out completely to avoid delays in processing or possible denial of credit due to incomplete information provided.

Please fill out the credit application and sign 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 personal 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 exemption form. These forms 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 sales tax until you receive your number and return the exemption certificates to Intermountain Wood Products. 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 email the application to credit@intermountainwood.com or fax to (801) 466-0428 Attn: Credit Department.

Thank you for your cooperation and we look forward to doing business with you,

Credit Management

SALT LAKE CITY

ST. GEORGE

IDAHO FALLS

BOISE

BILLINGS

GRAND JUNCTION

SPOKANE

SEATTLE

MISSOULA

BOZEMAN

OMAHA

WICHITA

INTERMOUNTAIN WOOD PRODUCTS

PO BOX 65970
SALT LAKE CITY, UTAH 84165-0970

Salesman: _____
Delivery Fee: _____

Business Name: _____

Mailing Address: _____

Shipping Address: _____

City, State, Zip Code: _____

Business Phone: _____ Cell Phone: _____

Fax Number: _____ Home Phone: _____

Email for Accounts Payable: _____

Type of Ownership: Corporation Limited Liability Company Partnership
Limited Partnership Sole Proprietorship Other (specify)

Owners and/or Officers:

Name	Title	Home Address	Social Security Number
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of Business: _____ Date Started: _____

Federal ID: _____ Tax Exempt: Yes No Exemption Number: _____

DUNS number: _____ **If yes, exemption certificate **MUST** be attached

Purchase Order Numbers Required: Yes No Credit Limit Desired: _____

Name of Authorized Purchasers: _____

Own or Lease Business Property: Own Lease Who is the Lessor: _____

Have you or a business you owned ever file bankruptcy: Yes No If yes, when: _____

Person to contact for payment or problems: _____

Bank References:

Bank: _____ Address: _____ Phone: _____

Loans: _____ Officer to Contact: _____

Checking Account Number: _____ Savings Account Number: _____

Trade References:

Company Name	Contact Person	Phone Number	Fax Number
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE REQUIRED ON NEXT PAGE

TERMS & CONDITIONS OF OPEN ACCOUNT

(Please read carefully)

PAYMENT TERMS ON PURCHASES ARE 1% 10TH 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 are the responsibility of the undersigned, and further agrees that any legal action brought hereunder will be brought in a venue determined by Intermountain Wood Products. 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 PO 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 and 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 _____, 20_____.

Company Name: _____ Title: _____

Signature: _____ Print Name: _____

PERSONAL GUARANTY

Jointly and Severally

In consideration of Intermountain Wood Products extending credit, I/we the undersigned, hereby jointly and severally guaranty the prompt performance of duties and obligations set forth in the above agreement and payment to Intermountain Wood Products, its successors, and assigns from (company name) _____ and its related entities (herein collectively referred to as “Debtor”), together with an interest 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 guaranty and the undersigned hereby expressly waives presentment for payment, demand, protest, notice of protest or diligence. This guaranty shall be a continuing guaranty.

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 without expiration and a photocopy or fax copy shall be given the same effect as the original.

Signature: _____ Date: _____

Social Security Number: _____

Signature: _____ Date: _____

Social Security Number: _____

**This open account agreement will not be processed without the dates and signatures required 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 when possible.
- b. Once the credit application has been filled out completely we will check the credit references and obtain further credit information from the Credit Association.
- 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 industry trade information.
- d. Any account requesting a credit limit of more than \$10,000, a recent financial statement will be required.
- e. In the event that the ownership of the debtor has changed, the debtor has 90 days to inform Intermountain Wood Products, in writing, of the change or all charges will remain the responsibility of the debtor.

II. CREDIT TERMS

- a. Our terms are 1% 10th net end of month. The cut off 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 10th of the month following purchase and not on the last working day of month following purchases.
- b. Accounts paid with credit cards will not receive cash discount.
- c. Discounts will not be allowed on any payment received after the 10th of the month following purchases. Any discounts taken after the 10th, or discount taken on credit card payments, will be charged back to the account.
- d. Service charges will be charged on invoices that have not been paid by the last working day 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 a 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 and/or COD customer requesting special ordered material must pay for 50% of the order when placed and the balance is due on delivery.
- h. Any special order on any product line, including products produced by our mill, will be subject to a 50% deposit. The deposit requirement can be waived on open charge accounts only by the Credit Manager on a per case basis.
- i. A \$35.00 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. Accounts that have been inactive for six 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 will be mailed the first working day of the month 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 (less than six months old) that go past due will automatically be put on COD until the account is current.
- c. All accounts with balances of 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 or the balance is 180 days old, then we will be forced initiate legal collection proceedings.