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New Client Requirements

Thank you for choosing Tandem Metal Products for your sheet metal manufacturing needs. Customer satisfaction is our highest priority, so please call us anytime to let us know how we can serve you better.

Enclosed are some of the forms we require to set up your account.

1. *Resale and / or Tax-Exempt Certification*
 - a. <https://www.cdtfa.ca.gov/formspubs/cdtfa230.pdf>
2. *Credit Application*
3. *Special Shipping Instructions*

1. If the product or service that we are providing for you is for resale or exempt from sales tax, please fill out the appropriate exemption certificate. If you do not fill out a certificate and are located in the state of California, we will charge you sales tax. If you are unsure, please give us a call and we will be happy to assist you in determining your sales tax status.

2. Please complete and sign the bottom of our Credit Application and attach your standard credit reference letter.

3. Some companies prefer to use their own shipping account and provider. If so, please indicate provider and account number below.

Please email the appropriate pages to accounting@tandemmetal.com

We look forward to serving you and or your company!



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Application for Credit

Company Name: _____

Billing Address: _____

Shipping Address: _____

Phone: () _____ Fax: () _____ Fed. ID # _____

PRINCIPALS OF FIRM

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

What does your company do? _____

How many check runs does your company have monthly? _____

Years in business? _____ # of employees? _____

What % of your total sales is represented by your 3 largest customers? _____

Accounts payable contact name: _____

Direct phone: () _____ Email: _____

Operating as: () Corporation () Partnership () Sole Proprietor / (State of) _____

Please attach a list of credit references and Resale or Tax Exempt Certificate if applicable

Bank Reference: _____ Officer: _____

Address: _____ Phone: _____

Account # _____ Open Loan # _____

CREDIT AGREEMENT: The undersigned hereby makes application to Tandem Metal Products, Inc. for a credit amount and by doing so grants permission to Tandem Metal Products, Inc. to verify all credit information and to make all credit inquiries. All statements in this application must be complete, accurate, and truthful. Tandem Metal Products, Inc. requires that all invoices be paid within 30 days from the invoice date. There will be a 2% per month charge on all accounts past due. In the event that collection procedures or action is instituted on this account, the undersigned agrees to pay all expenses such as procedures, including reasonable attorney's fees. The undersigned warrants that the above agreement has been carefully read and understood.

Firm Name: _____ Date: _____

X: _____ Title: _____

(Signature)

(Print Name)



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FOB Definitions - Shipping Terms of Sale

FOB, Free On Board, is a transportation term that indicates that the price for goods includes delivery at the seller's expense to a specified point no further. The FOB term is used with an identified physical location to determine 1) the responsibility and basis for payment of freight charges, and 2) the point at which title for the shipment passes from seller to buyer.

The FOB location terms, Origin and Destination, may be qualified by modifiers. The modifier determines the payment of the transportation charges. Modifiers denote nothing about the title of the goods or filing of claims. The most three common modifiers are: Collect, Prepaid & Add, and Prepaid & Allow.

- | | |
|-----------------|--|
| Collect | The carrier collects the transportation charges from the buyer. |
| Prepaid & Add | The seller prepays the transportation charges, but adds the charges to the invoice for reimbursement from the buyer. |
| Prepaid & Allow | The seller prepays the transportation charges and they are already included in the contract price. |

TITLE AND CONTROL OF GOODS:

FOB ORIGIN

The buyer assumes title and control of the goods the moment the carrier signs the bill of lading. The buyer assumes risk of transportation and is entitled to route the shipment. The buyer is responsible for filing claims for loss or damage.

FOB DESTINATION

The seller retains title and control of goods until they are delivered and the contract of Carriage has been completed. The seller selects the carrier and is responsible for the risk of transportation. The seller is responsible for filing claims for loss or damage.