MASTER SPRING

<u>INSTRUCTIONS TO ESTABLISH CREDIT WITH MASTER SPRING</u>

Credit approval is required for all new customers UNLESS a customer is paying in advance.

<u>To establish credit with Master Spring</u>, complete the attached application and send to: amy@masterspring.com

- Payment Terms are NET 30
- Terms other than NET 30 must be approved in advance and confirmed on Master Spring's Order Acknowledgment Form.
- We accept electronic ACH/EFT payments, checks and credit cards
- <u>There is a 3.5 % processing fee added to all credit card payments</u>; credit card payments are processed from Paypal's secure site.
- A late payment charge of 1.5% may be added to past due invoices.

<u>Customers who do not establish credit</u> with Master Spring, must pay for orders in advance.

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Customer Credit Application

Company Information

COMPANY NAME	
MAIN ADDRESS::	Tax I.D. Number
CITY: STATE: ZIP	
PHONE: FAX:	
IF DIVISION or SUBSIDIARY, PLEASE PROVIDE NAME/ADDRESS OF PARENT COMPANY	
ACCOUNTING DEPT CONTACT NAME:	
EMAIL:	
WHERE SHOULD MASTER SPRING INVOICES BE EMAILED?	

Bank Reference

Bank Name:	Account #:
Bank Address::	
Name of Contact at Bank	Bank Contact's Email:
Phone:	Fax:

Trade Reference #1

Company Name:		
Contact Name:		
Email Address (required):		
Phone:		
FAX:		

Trade Reference #2

Company Name:		
Contact Name:		
Email Address (required):		
Phone:		
FAX:		

Trade Reference #3

Company Name:		
Contact Name:		
Email Address (required):		
Phone:		
FAX:		

I certify that the information provided is complete and accurate. This information has been furnished with the understanding that it is to be used to determine the amount and conditions of the credit to be extended.

I authorize the financial institutions and companies listed to release necessary information to MASTER SPRING & WIRE FORM COMPANY in order to verify the information contained herein.

_____   _____
Company Authorized Signature   *Date*

Print Name and Title _____

Please return completed credit application to:

amy@masterspring.com