



**Holland Branch**

11291 Lakewood Blvd.  
Holland, MI 49424  
Phone: (616) 396-1956  
Fax: (616) 396-2040  
sbs@springbrooksupply.com

**South Branch**

0-7080 73 1/2 Street  
South Haven, MI 49090  
Phone: (269) 637-1111  
Fax: (269) 637-7419

Billing Address

Shipping address

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

**General Information**

Type of business Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ State of Incorporation \_\_\_\_\_

Date business started \_\_\_\_\_ Federal tax I.D.# \_\_\_\_\_

Number of employees \_\_\_\_\_ Estimated annual sales \_\_\_\_\_

Are you tax exempt? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, complete the attached exemption form.)

**Company Officers**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Buyers \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Accounts Payable: \_\_\_\_\_ Phone: \_\_\_\_\_

Invoices may be mailed or e-mailed. Please indicate your preference.

Mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Purchase order required? Yes \_\_\_\_\_ No \_\_\_\_\_

## Business References

To expedite processing of your application, please complete the following section and include Fax numbers. Please do not use the name of common carriers or utilities. Thank you.

Name \_\_\_\_\_ Attn: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Fax number: \_\_\_\_\_

Name \_\_\_\_\_ Attn: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Fax number: \_\_\_\_\_

Name \_\_\_\_\_ Attn: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Fax number: \_\_\_\_\_

## Bank Reference

Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

## General Terms and Conditions

1. All sums are due net 30 days from date of invoice.
2. Any balance, which is more than 30 days old and is at no fault of Spring Brook Supply, will be subject to a delinquent fee of 1.5% per month until the balance is paid in full. If non-payment should occur, it is understood that the undersigned is responsible for all attorney fees, court costs and collections fees.
3. It is also understood that Spring Brook Supply holds a security interest in any and all goods supplied by Spring Brook Supply until the balance is paid in full.

I agree to comply with the credit terms of Spring Brook Supply and the conditions of sale and will pay any and all penalty charges on past due accounts. I realize these charges are a penalty for payment and not an offering of financing. In the event that attorney fees or other collections expenses are incurred in the collection of my account, I agree to pay all said fees and expenses. I hereby grant permission to those listed as bank and trade references to release information to Spring Brook Supply as required to establish commercial credit.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print or type name \_\_\_\_\_ Date \_\_\_\_\_

Must be signed to be valid.

Please fax to Spring Brook Supply at (616) 396-2040. Thank you.

## SPRING BROOK SUPPLY BUSINESS POLICIES

- Placing an order:** You may call, fax or e-mail your order to Spring Brook Supply as follows:  
Telephone number: (616) 396-1956 or (877) 396-1956  
Fax number: (616) 396-2040  
Shopping cart: [www.springbrooksupply.com](http://www.springbrooksupply.com) (prior approval required)
- Cash:** Unless you have been approved for credit, sales are cash. We also accept checks and credit cards (VISA, MASTERCARD, & DISCOVER). The same volume discounts apply to cash and charge customers.
- Non-sufficient funds:** There will be a \$31.00 charge for all returned checks.
- Charge accounts:** Individuals or companies requesting a charge account must complete a credit application. After providing satisfactory credit and bank references an account will be set up with your individual credit limit. If your credit limit has been reached, no further credit will be extended and any additional purchases will need to be paid for with cash or a credit card until credit is available in your account.
- All accounts must be paid in full by December 31st of each year, unless other arrangements are made with our office. Failure to do so may result in loss of open account privileges.
- The principals must personally guarantee all open accounts.
- Credit terms:** Payment terms are: Net 30 Days from the date of the invoice, unless otherwise noted. Invoices are considered past due after 30 days from the date of invoice and will be assessed a finance charge of 1.5% per month (18% annually) or a minimum finance charge of \$4.00 and must be paid to maintain an open account. Statements will not be sent unless requested.
- Prices:** Prices are subject to change without notice. Products are sold at prices in effect at the time of shipment, unless you obtained a written quote. All written quotes must have a documented deadline date for pricing to be guaranteed up to that date.
- Returns:** The sales receipt must accompany all returns within 30 days of purchase and may be subject to a 15% restocking charge.
- Sales Tax Exemption:** The State of Michigan requires that an exemption form be completed and maintained in our files if you are exempt from paying sales tax.

**Warranty:**

There are no warranties which extend beyond the description of the product. Spring Brook Supply specifically disavows any other representation, warranty, or liability relating to the condition or use of the product. All products are subject specifically to the various manufacturers' warranties. Materials are subject to replacement, repair or credit at the discretion of the manufacturer.

**BUSINESS POLICY ACCEPTANCE FORM**

I have read and agree to the Business policies as stated above.

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Signature and Title of Officer

Date

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Company Name

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Company Address

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City State and Zip Code

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Phone Number

---

Fax Number

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E-mail Address