



Dundee Manufacturing Company
107 Fairchild Drive • Dundee, MI 48131
P: 734.529.2540 F: 734.529.3583

Credit Application Terms

New Accounts

To open a new credit account with Dundee Manufacturing please fill out the application provided and fax to (734) 529-3583, attention Credit Department.

Credit Terms

Promotions and special terms will not apply if account is past due. If the account becomes past-due beyond terms agreed upon, Dundee Manufacturing Company reserves the right to terminate those promotions or special terms of said past due invoice(s) if applicable. Unapplied credits or payments received on past due accounts may be applied to the oldest balances first, including service charges.

Credit Approval

Upon receipt of your signed and completed credit application, a thorough investigation will be conducted. After all information has been reviewed, a determination will be made as to the amount of credit availability given to your company. During the period of time prior to credit approval, purchases can be made C.O.D or by credit card. All credit card payments will be charged a 3% service fee from our credit card processor.

Credit Limit

The credit limit is the maximum credit available on a current account. Credit limits will vary from company to company, based on financial conditions and actual payment history. Once a limit has been set, Dundee Manufacturing Company will keep a customer's account maintained at the level provided payments are received in accordance with Dundee Manufacturing's credit terms. Failure to make payments in a timely manner could result in a lowering of your credit limit to a level which your company is capable of maintaining on a current basis.

Should you have a need to increase your credit availability due to growing business needs, please contact the Credit Department. Only the accounts in good standing will be considered.

Note: If you have a past due balance and you are below your credit limit, the remaining credit is no longer available to you. Hence, you may not be allowed to take delivery on additional merchandise until the past due balance has been paid.

Credit Hold

Invoices are considered to be past due if unpaid within the terms stated on the invoice. If payment is not received, we will contact you and provide a friendly reminder, or if necessary, supply any missing information you might need to resolve any problems with your account. Accounts whose unpaid balances extend beyond 30 days past due may be placed on credit hold, and are subject to shipping delays until the account is brought current. Conditions for continued shipments will be contingent upon mutually acceptable agreement regarding payment of the overdue balance. Accounts whose balances exceed the credit limit may also be placed on credit hold. Additional shipments will be made C.O.D. basis, upon mutual agreement, until payment is received which reduces the account balance below the credit limit. Any order placed on hold for these reasons maybe canceled after ten (10) working days if the situation is not resolved to Dundee Manufacturing Company's satisfaction. It will be the responsibility of the customer to resubmit the order.

Accounts whose balances extend beyond 60 days past due maybe refused shipment until a mutually acceptable and functioning payment schedule is arranged, and all amounts 30 days or more past due are cleared.

Accounts whose balances extend beyond 90 days past due without a mutually agreed-upon and functioning payment schedule may be placed with a third-party for collection purposes. Dundee Manufacturing Company will attempt to notify you by telephone, email or mail prior to this action taking place. At this point, all actions will be handled by that third-party. Once your account has been placed with a collection agency, you will not be allowed to purchase any additional merchandise until you have paid the balance due on that account, accumulated financed charges and collection costs incurred by Dundee Manufacturing Company. Any questions you may have regarding any credit problems are policies can be answered by our Credit Department Monday through Friday, 9 AM to 4:30 PM Eastern Standard Time at open (734) 529-2540.

Pricing

Dundee Manufacturing Company will endeavor to advise you prior to any price increase; however, that may not always be possible. Prices are subject to change without notice. Possession of the Dundee Manufacturing Company's price list is not saleable.

Terms

Open account terms are Net 30 days from invoice date for customers who qualify for terms. A late charge of 1.5% per month (18% annually), or highest rate allowed by law may be charged on the unpaid balance of past due accounts. Any past due balance must be paid for before more product will be shipped on open account basis. Any account 30 days past due is subject to collection and dismissal of a customer.

Certification and Signature

Dundee Manufacturing Company's consideration of this application does not constitute any commitment, agreement, or contract between Dundee Manufacturing or any of its divisions or subsidiaries and the applicant. Dundee Manufacturing's Credit Department will establish whether a credit applicant qualifies of open account privileges and, where appropriate, establishes credit availability for such applicant:

- Complete, signed credit application
- Applicant's current financial statements or tax return (if requested)
- Insurance certificate as described

- Sales tax exemption certificate for each state in which applicant has a ship to address.

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in the application and the accompanying statements and documents is/are true, complete and correct. The undersigned agrees to notify Dundee Manufacturing immediately of any material changes in this information. The undersigned authorizes Dundee Manufacturing to contact any bank or trade creditors it deems necessary without further notice, including, but not limited to, Dunn and Bradstreet reports or information from other trade organizations. If the applicant is a sole proprietorship, the undersigned further certifies to Dundee Manufacturing that he/she is the sole proprietor and hereby agrees that the constant authorization granted Dundee Manufacturing by the undersigned in the preceding sentences applies to Dundee Manufacturing's acquisition and use of consumer credit reports relating to the undersigned.

The applicant warrants that the information contained in this credit application is true and correct. Any audit report, balance sheet, or financial statement provided by the application fairly represents the applicant's financial condition as of its respective date.

Note: while your application is being processed, please feel free to order from us C.O.D. or with your Visa or MasterCard credit card.

Business Name (Print)

Authorized Signature

Title

Date

Authorized Signature

Title

Date

Signature (Individual)
(If not Corporation)

Title

Date



Dundee Manufacturing Company
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Dundee Manufacturing Company Credit Application

Date: ___/___/___

Tax ID # _____

Company Legal Name: _____

Type of Business: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Bill to Name: _____

Bill to Address: _____

Ship to Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact Phone: () _____ Email: _____

Credit Limit Requested: _____

Business or Trade References: (4 Required)

Company Name: _____

Company Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone/Fax: _____

Phone/Fax: _____

Company Name: _____

Company Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone/Fax: _____

Phone/Fax: _____

Bank Reference

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Authorized Signature

Title

Date

Authorized Signature

Title

Date

The Applicant warrants that the information contained in this credit application is true and correct. Any audit report, balance sheet, or financial statement provided by the applicant fairly represents the applicant's financial condition as of its respective date.