

ALLEN PRECISION EQUIPMENT, INC.

1-800-241-6223 www.allenprecision.com FAX 770-279-7335

ADVANCED LASERS AND INSTRUMENTS FILE UPDATE ACCOUNT APPLICATION

APE ACCOUNT NUMBER _____

Sales Representative _____

COMPANY NAME			PHONE NUMBER	FAX NUMBER
BILLING ADDRESS			CITY/COUNTY	STATE/ZIP CODE
NATURE OF BUSINESS			PLEASE CIRCLE ONE: CORPORATION PARTNERSHIP SOLE PROPRIETOR OTHER	
YEARS IN OPERATION	FEDERAL ID OR SOCIAL SECURITY NUMBER		ACCOUNTS PAYABLE CONTACT/TELEPHONE # / EXT#	
SHIPPING ADDRESS			CITY/COUNTY	STATE/ZIP CODE
CORPORATE OFFICERS NAME/TITLE		ADDRESS	PHONE NUMBER	
CORPORATE OFFICERS NAME/TITLE		ADDRESS	PHONE NUMBER	
CORPORATE OFFICERS NAME/TITLE		ADDRESS	PHONE NUMBER	
SALES TAX EXEMPTION NUMBER (Please provide a copy of your Sales Tax Exemption Certificate)				DO YOU REQUIRE A PO?
NAME OF PERSON(S) AUTHORIZED TO PURCHASE				
BANK REFERENCE:				
1 BANK NAME	ACCOUNT NUMBER		CONTACT	
ADDRESS		CITY/STATE/ZIP CODE	PHONE NUMBER	FAX NUMBER
2 BANK NAME	ACCOUNT NUMBER		CONTACT	
ADDRESS		CITY/STATE/ZIP CODE	PHONE NUMBER	FAX NUMBER
TRADE REFERENCE: (No personal references, please. Do not list any revolving charge cards or bank cards)				
1 NAME	PHONE NUMBER		FAX	
ADDRESS		CONTACT		
2 NAME	PHONE NUMBER		FAX	
ADDRESS		CONTACT		
3 NAME	PHONE NUMBER		FAX	
ADDRESS		CONTACT		

TERMS: I understand that Allen Precision Equipment's terms are Net 10 Days and I agree to pay within these terms. This application serves as written authorization for the above references to supply Allen Precision Equipment with credit information. I also authorize the use of a faxed copy to serve as an original copy. Applicant's Signature attests financial responsibility, ability and willingness to pay our invoices within the terms of sale. Applicant also agrees to pay a monthly service charge of 1.5% on past due month-end balances. Should Allen Precision require assistance to collect any outstanding balances, applicant agrees to pay all reasonable attorney and collection agency fees.

AUTHORIZED SIGNATURE _____

TITLE _____

DATE _____



ALLEN PRECISION EQUIPMENT, INC. CREDIT POLICY

THIS POLICY EXTENDS TO ALL CUSTOMERS DESIRING TO HAVE CREDIT WITH ALLEN PRECISION EQUIPMENT, INC. CREDIT IS DEFINED AS ALL INVOICES NOT PAID AT THE TIME OF PURCHASE. SUCH INVOICES ARE SUBJECT TO THE FOLLOWING POLICIES.

Credit Department Contacts:
Credit Manager: Tammy Enlow
Sales Manager: Craig Martin

APPLICATION:

- All new customers will be put on terms of Credit Card or COD-Checks until a credit application is approved.
- All customers desiring to have credit terms, will be required to complete, sign and submit an Allen Precision Equipment, Inc. credit application before receiving service or merchandise on open terms.
- U.S. Federal, State and Local governments and schools are required to provide a completed credit application. If a PO# is provided, fulfillment of orders will not be subject to completion of credit review and approval.

CREDIT TERMS:

- The total amount of the invoice is due and payable 10 days from the date of the invoice.
- Purchase of Total Stations, GPS Systems and Robotics Systems are payable upon delivery of such equipment.
- All accounts with a balance over 45 days from the date of the invoice will be placed on credit hold, until such time the account balance is brought current.
- Service fees will be assessed on month-end balances once an individual invoice has reached 60 days of aging. All service fees are due and payable.
- A completed and signed Allen Precision Equipment, Inc. credit application attests financial responsibility, ability and willingness to pay our invoices within the terms of sale. Applicant also agrees to pay a monthly service fee of 1.5% on past due month-end balances. Should Allen Precision Equipment, Inc. require assistance to collect any outstanding balances, applicant agrees to pay all reasonable attorney and collection agency fees.
- Returned checks for insufficient funds will cause the customer's account to be charged with a handling fee of \$30.00, per occurrence. You will be required to replace such funds, including handling fee, immediately in the form of a certified check, a cashier's check or a money order.
- Returned merchandise: approval in advance is required. Please contact your sales representative for an RMA#.

CONTACTING THE CREDIT DEPARTMENT:

You may reach our Credit/Accounts Receivables Department by contacting:

Tammy Enlow, Credit Manager
Allen Precision Equipment, Inc.
1550 Boggs Road
Duluth, GA 30096
770-279-7171 – phone
770-279-7335 – fax
1-800-241-6223 – toll free
tammy@allenprecision.com