

**ARCHITECTURAL LOUVERS**



P.O. BOX 580  
1300 ENTERPRISE ROAD  
GENEVA, AL 36340  
Phone: 1-800-239-4621  
Fax: 1-800-508-1469  
www.reliablelouvers.com

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**To:** **ACSR:**

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**Attn:** **Tel ext: 800-239-4621**

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**Fax:** **e-mail: RELIABLELOUVERS.COM**

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**Re: Reliable Architectural Credit Application** **Pages: 4**

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Urgent     For Review     Please Comment     Please Reply     Please Recycle

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Following is the Reliable Architectural credit application. Please complete all information and return by fax to 800-508-1469.

Please note: fax numbers are required on the credit application for your trade and bank references, failure to include these numbers may delay your application process.

**Reliable corporate credit department requires response from at least three references in order to approve your credit.**

**Credit approval or cash in advance is required before scheduled ship date are assigned and order(s) are released for production. A project work sheet is required when orders exceed \$10,000.00.**

**If your company is TAX EXEMPT - please include a copy of your tax exempt certificate.**

Should you have questions or need further information, please contact Reliable architectural customer sales representative (ACSR) listed above.

Thank you!



P.O. Box 580  
 1300 Enterprise Road  
 Geneva, Alabama 36340-0580  
 Telephone 334-684-3621  
 Telephone: 800-239-4621  
 Fax: 334-684-3120  
 Fax: 800-508-1469

**APPLICATION FOR CREDIT**  
**ARCHITECTURAL SALES**

Firm Name		Trade Style	Date
Phone #	Fax #		
Street Address			
City	State	Zip Code	
Full name of owner(s) or authorized officer of corporation. List home address and zip code for partnership or individual			

Please Check One: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			Federal Tax # (for Corporation)
<i>Additional information required for conditional sales contracts under the Uniform Commercial Code</i>			
Debtor (individual signing contract)		Title	
Debtor's Social Security Number			

Type of Business	Date Started
Estimated Annual Sales	Former Business and Location
Own or Rent Building (if rent, from whom?)	
Real Estate Mortgage	

TRADE REFERENCES			
NAME	ADDRESS	TELEPHONE	FAX

Name of Bank	Account Number	
Telephone Number	Fax Number	
Street Address		
City	State	Zip Code

THIS SECTION TO BE COMPLETED BY A RELIABLE PRODUCTS REPRESENTATIVE	
Reliable Salesperson: WEBSITE	Customer Contact:
Requested Amount of Credit:	Credit Results

**APPLICANT'S SIGNATURE ATTESTS A FINANCIAL RESPONSIBILITY, ABILITY AND WILLINGNESS TO PAY RELIABLE PRODUCTS INVOICES IN ACCORDANCE WITH THE FOLLOWING TERMS: NET 30**

The above information, as well as any attachments, is for the purpose of obtaining credit and is warranted to be true. I hereby authorize the firm to whom this application is made to investigate all references listed pertaining to credit and financial responsibility.

Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

Sales by Reliable Products are subject to the following terms and conditions. No terms or conditions appearing in buyers purchase orders that are contrary to the following terms and conditions shall be binding on Reliable unless specifically agreed to in writing.

**Credit Approval:** All orders require credit approval prior to acceptance. Any order containing terms of payment, that have not specifically been agreed to in writing prior to receipt, will be held pending clarification of terms, and receipt of documents confirming mutually agreed terms.

Orders to open account shipment will be held pending receipt of all necessary credit information required to extend open account terms. Orders from customers who have not had previous credit approval can be processed immediately if a check for the appropriate amount accompanies the order.

**Terms of Payment:** Open account payment terms are net 30 days with no discounts or retainages on Architectural and Mechanical louver accounts. On non-louver customer accounts, please refer to Reliable's discount schedule for terms. These terms are available only on qualified domestic sales.

**Shipments:** All shipments are made F.O.B. shipping point with full freight allowed or prepaid and add (as applicable) to any point in the contiguous United States. Delivery to the initial carrier constitutes delivery and passage of title to the Buyer. Incident to the passage of the title, the Buyer assumes all responsibilities of ownership, including but not limited to control, risk of loss or damage; regardless of the time or method of shipping, the form of the shipping documents, the consignee, the method of insuring or the terms or method of payment. The terms F.O.B., F.A.S., C.I.F., etc. refer only to the price and not to the time or place the title to the products passes from Reliable to Buyer.

**Delivery:** Scheduled shipping dates shown in Reliable's order acknowledgments are approximate and represent the best estimate of shipping date at the time the order is processed. Reliable assumes no obligation to ship on the scheduled date or to advise the Buyer that shipment will be delayed. Reliable shall have no liability for any liquidated damages or penalty whatsoever because of failure to ship as scheduled unless specifically agreed to in writing.

**Shortages or Deficiencies:** Any shortages or deficiencies in material shipped must be reported within 14 calendar days after receipt to be considered by Reliable for adjustment.

**Warranty:** Only Reliable's standard "Limited Product Warranty" will apply to new product sales.

**Proposals & Price Quotations:** Any quotation from Reliable to Buyer will be an invitation for an offer from Buyer upon the terms and conditions as stated. Such offer will be accepted only if it is in accordance with these terms and conditions. Reliable's acceptance of Buyer's order as evidenced by Reliable's order acknowledgment is expressly made conditional on Buyer's agreement to all of the terms and conditions stated, and Reliable agrees to furnish the products ordered by the Buyer only upon these terms and conditions.

**Prices:** Unless otherwise specifically agreed, prices are valid for goods required for delivery within 90 days of acceptance only. Thereafter, Reliable will notify Buyer of any price change prior to delivery.

**Resale & Reshipments:** The Buyer agrees that products purchased will not be reshipped or resold to any person or places prohibited by the laws of the United States of America.

**Return of Material:** Almost all Reliable products are fabricated to a customer's specific order. Reliable does not maintain a stock of products. Therefore, return of material for credit can not be allowed. No material is to be returned for any reason without prior written authorization from Reliable, within the terms of our warranty. Any material returned must be accompanied by a Return Material Authorization Form issued by Reliable covering the specific transaction. Material must be returned "Freight Prepaid" unless Returned Material Goods Authorization Form specifically authorizes shipping "Freight Collect."

**Product Changes:** Because of a continuous program of product improvement and uncontrollable factors such as unavailability of certain material, Reliable reserves the right to make reasonable changes in product

design and to supply products of revised design against any order without notice.

**Changes to Order Released for Fabrication:** Orders may be changed in size and quantities, if made at any time prior to starting of fabrication. Charges for these changes would be assessed relative to the expense involved. Changes after fabrication has begun will result in charges deemed appropriate by Reliable to recover the cost of material and labor expended that can not be utilized because of the change. When shipment of an order is delayed at Buyer's request after material has been ordered or fabrication has begun, partial payment may be required at Reliable's option in an amount based on the purchase price and the percentage of work completed at the time delay in shipment was requested. Equipment on which shipment is delayed at the request of the Buyer may cause Reliable to incur storage or warehousing expense. In this instance a charge determined appropriate by Reliable may be made to the Buyer to offset this storage or warehousing expense.

**Limitation of Liability:** In no event shall Reliable or its subcontractors or vendors be liable in contract, tort, warranty, strict liability or other legal theory for any special, indirect, incidental or consequential damages such as, but not limited to, loss of anticipated profits or revenues, non-operation or increased expense of operation of other equipment of cost of capital.

The remedies set forth herein are exclusive and the liability of Reliable with respect to any contract or anything done in connection herewith or from the manufacture, sale, delivery, repair, replacement or use of its products covered by or furnished hereunder, whether by contract, tort, warranty, strict liability or other legal theory shall not exceed the purchase price of the product upon which liability is based.

#### LIMITED PRODUCT WARRANTY

Products manufactured by Reliable are warranted to be free from defects in material and workmanship for a period of 12 months after being installed or placed in service, but in no instance shall the period of warranty be longer than 18 months from the date of original shipment by Reliable. Reliable warrants only that it will furnish replacement material, or at its option, repair any product of its manufacture that is proven to Reliable satisfaction to be defective in material or workmanship during this described warranty period. To determine defects Reliable may require material claimed defective to be returned freight prepaid to the Reliable factory that originally shipped the product. If any defects are determined by Reliable, freight charges relative to replacement material will be paid by Reliable (limited to the 48 contiguous United States).

Products not manufactured by Reliable will be warranted by Reliable only to the extent that they are warranted to Reliable by their manufacturer. Electric motor warranties and claims are administered by the motor manufacturer only. Reliable shall have no responsibility for the operation or performance of any products in any manner other than that which the product is usually tested and applied under industry standards, nor for any damage to a product from abuse, misapplication, unauthorized repairs, abrasion, erosion, corrosion, or the like due to abnormal temperatures, or the influence of foreign matter, nor for the design or operation of any system of which any product may be made a part, or for the suitability of any product for any particular application. Reliable shall not be liable for any cost or expense, including without limitation, labor expenses, in connection with removal or replacement of alleged defective equipment or any part or portion thereof nor for incidental or consequential damages of any kind, or under any circumstances for any damage beyond the price of the goods sold.

THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES EXCEPT THAT OF TITLE, WHETHER WRITTEN, ORAL OR IMPLIED, IN FACT OR IN LAW (INCLUDING ANY WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE). Correction of non-conformities, whether patent or latent, in the manner and within the period of time provided above, shall constitute fulfillment of all liabilities of Reliable whether based on contract, tort, strict liability or other legal theory with respect to Reliable's products. Reliable neither assumes, nor does it authorize any other person to assume on its behalf, any other liability in connection with the sale of its products.

**Corporate credit department requires orders over  
\$10,000.00  
have a project worksheet completed.**

Following is the project worksheet. Please complete all applicable item on the sheet and return by fax to 800-508-1469.

Credit approval (or cash in advance) is required before order can be issued a schedule ship date or released for production.

Call the architectural customer sale representative (**ACSR**) listed on the 1<sup>st</sup> page at 800-239-4621 should you have questions regarding the project worksheet.

**CUSTOMER NAME & NUMBER** \_\_\_\_\_

**PROJECT WORKSHEET - REFERENCE PO #** \_\_\_\_\_

Complete Job Site Name: \_\_\_\_\_

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

City and State: \_\_\_\_\_

Owner of Building: \_\_\_\_\_

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

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

General Contractor: \_\_\_\_\_

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

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

Sub-Contractor: \_\_\_\_\_

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

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

**BOND INFORMATION**

**Is project bonded?**      \_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

**RETURN COPY OF PERFORMANCE AND/OR PAYMENT BOND WITH WORKSHEET.**

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

*This information is required before order(s) ship date can be scheduled or entered for production.*