



South Hill Credit Package

Instructions for Completing Credit Application.....	2
Credit Application	3
Job Information.....	5
Accounting Request	6
Back Charge Policy	7



CUSTOMER INSTRUCTIONS FOR COMPLETING THE CREDIT APPLICATION

* PHONE: 304-821-1296 * FAX 304-821-1296 *

Please complete the attached Credit Application using the following guidelines:

1. Please print (or type) clearly all information that is requested, including social security numbers, phone numbers, fax numbers, contact persons and account numbers.
2. List the name of your salesman from Glaize Components.
3. Identify the type of entity requesting credit (Corporation, partnership, etc.)
4. The name of the business must match exactly the name on the General Contractor's license if applicable.
5. Provide a street address if referencing a post office box.
6. Trade references should be a supplier or vendor, not subcontractors.
7. Striking out any part of the Terms and Conditions of Sale and the Retail Charge, Guaranty and Security Agreement is not acceptable.
8. **SIGNATURES** – An officer of the company (when applicable) should sign on the first signature line on the second page and indicate title. If completed as an individual, then the individual should sign. A guarantor's signature is required on the second line (and third line when applicable).
9. **ORIGINAL** - A fax is acceptable to begin the credit process, but an original signed application is required in order to open an account. Please mail the completed original application to:
Glaize Components
Attn: Accounts Receivable Administrator
P.O. Box 2598
Winchester, VA 22604
10. Included with the credit application are two forms:
 - *Job Information Form* - this form is required initially for credit approval. General Contractors should retain a copy of this form to be completed for each new project/lot supplied by Glaize and faxed to Glaize. (Additional copies may also be obtained via your salesman or by contacting the Accounts Receivable Administrator.)
 - *Accounting Information Form* – this form assists our Billing and Accounts Receivable departments and should be submitted with the application.
 - *Backcharge Agreement*

For further information, please contact your sales representative or the accounts receivable administrator (ext. 102).

GLAIZE & BRO., L.C. (dba GLAIZE COMPONENTS)

P.O. BOX 2598 WINCHESTER, VA 22604

PHONE# 800-984-9119 FAX# 540-662-5382

CREDIT APPLICATION AND GUARANTY

Corporation____ Partnership____ LLC____ Individual____ Other____ D&B Rating____

Salesperson Name: _____

Name of Applicant, including Business Name or d/b/a: _____

Address: _____

City:_____ State:_____ Zip Code:_____

Phone:_____ Fax #:_____

Credit Limit Desired:_____ Email:_____

Are Purchase Orders Required? Yes_____ No_____ Federal ID # _____

Type of Business: _____

If Corporation, State of Incorporation: _____ Registered Agent: _____

COMPANY OFFICERS, PARTNERS OR MEMBERS (if LLC)

(NAME) (TITLE) (Soc. Sec. No.) (Phone)

(NAME) (TITLE) (Soc. Sec. No.) (Phone)

(NAME) (TITLE) (Soc. Sec. No.) (Phone)

(NAME) (TITLE) (Soc. Sec. No.) (Phone)

Name of Officer to Contact for Further Credit Information: _____

If Subsidiary, Name of Parent Co.: _____ General Contractor License #: _____

Address of Parent Co.: _____ General Contractor License Name: _____

BANKING REFERENCES

1. Name: _____ Address: _____ () Checking

Acct. Nos. _____ Contact: _____ Phone: _____ () Loans

Acct. Nos. _____ Fax: _____

2. Name: _____ Address: _____ () Checking

Acct. Nos. _____ Contact: _____ Phone: _____ () Loans

Acct. Nos. _____ Fax: _____

TRADE REFERENCES

Name: _____ Contact _____ Phone: _____

Address: _____ Fax: _____

Name: _____ Contact _____ Phone: _____

Address: _____ Fax: _____

Name: _____ Contact _____ Phone: _____

Address: _____ Fax: _____

INFORMATION ON APPLICANT'S SPOUSE OR FORMER SPOUSE:

INSTRUCTIONS: IF YOU ARE APPLYING FOR AN ACCOUNT IN YOUR NAME AND A SUBSTANTIAL PART OF THE INCOME ON WHICH YOU ARE RELYING AS A BASIS FOR CREDIT IS DERIVED FROM YOUR SPOUSE OR FORMER SPOUSE, PLEASE OBTAIN THE WRITTEN AUTHORIZATION OF YOUR SPOUSE OR FORMER SPOUSE IN ORDER TO ALLOW GLAIZE & BRO., LC, TO INVESTIGATE HIS OR HER CREDIT RECORD. A SPACE FOR THIS AUTHORIZATION IS PROVIDED BELOW. THIS AUTHORIZATION IS A REQUIREMENT OF THE FEDERAL FAIR CREDIT REPORTING ACT.

Name of Spouse: _____ Soc. Sec. No. _____

Employer _____ Street Address _____ City and State _____

This Application and Guaranty is subject to the terms and conditions of sale on the Reverse Side and to the terms and conditions of Glaize's Acknowledgement of Order and/or Invoices prepared in connection with purchases on this account. No contract will exist until and unless Applicant accepts and agrees to the terms on the Reverse Side hereof.

TERMS AND CONDITIONS OF SALE

In consideration of credit being extended by Glaize & Bro., LC ("Glaize"), the undersigned understands (1) that the information contained herein is being relied upon by Glaize for the extension of credit; (2) that a faxed copy of this 2-page document received from the undersigned will serve as the original if the original is not received by Glaize within 7 business days of the faxed copy; (3) that the information stated on the reverse side (or second page) and above by the undersigned is true and correct; (4) that the undersigned agrees to make payment in 30 days from the invoice date, and pay late or finance charges in the event of nonpayment; and (5) that ANSI/TPI and the WTCA Building Component Safety Information (BCSI) Booklet shall govern the design and bracing responsibilities concerning the materials to be purchased pursuant to this account, and (6) that WTCA BCSI Booklet is incorporated herein by reference.

DELIVERY AND PURCHASES: Applicant/Buyer authorizes purchases and deliveries to be made without signature. Buyer shall have an agent on the job site to accept delivery and to sign a receipt for all materials. In case of agent's absence, Glaize may, at its option, deliver the same, and the driver's signature and statement in writing as to articles so delivered shall be conclusive evidence of delivery of said articles. All invoices and delivery tickets, whether signed or not, shall be deemed true and accurate unless alleged discrepancies are reported in writing to Glaize within ten working days of the goods delivery. Security, title and right of possession of the materials shall remain in Glaize regardless of mode of attachment to realty or other property until the full price has been paid. Buyer agrees to do all acts necessary to perfect and maintain said title and right in Glaize. Upon delivery of any of the materials, beneficial title and all risk of loss or damage shall pass to Buyer, and Buyer shall procure and maintain for the benefit of Glaize and Buyer, as their interests may appear, adequate insurance on the material against damage by fire or other casualty.

MATERIALS RETURNED: Unless due to Glaize's error, no materials are to be returned or credit allowed without Glaize's prior authorization. Authorized returns in good condition are credited at invoice price less 20% to cover handling, service charges, and expenses. Special ordered, non-stock items may not be returned. All returns for credit must be accompanied by a purchase receipt.

NOTIFICATION OF DEFECT: Buyer shall notify Glaize in writing within ten working days of delivery identifying any problem or defect with any item sold. If Buyer fails to so notify Glaize, or, having notified Glaize, proceeds to use the item sold or covers or attaches any materials thereto without giving Glaize a reasonable opportunity to inspect and cure, Glaize shall not be responsible for any additional work, expense or damage incurred by Buyer on account of the problem or defect beyond replacing the defective item sold. Glaize shall not be liable in any event for indirect, special, consequential or liquidated damages or penalties arising out of this account.

MECHANIC'S LIEN: Buyer, as an inducement to Glaize to sell and deliver the items agreed upon, hereby expressly represents to Glaize that Buyer has not done and will not do, either directly or indirectly, anything whatsoever which has, or will have, the effect of releasing, waiving, or surrendering the Mechanic's Lien rights of Glaize to the property to be improved. No Waivers of Lien for materials shall be required of Glaize until the same have been fully paid for. Upon demand by Glaize, Buyer shall be obligated to immediately furnish Glaize with all necessary legal descriptions and all other relevant information necessary for Glaize to perfect its Mechanic's Lien rights. Buyer agrees to pay for all court costs, recording fees, reasonable attorney's fees, and other expenses incurred by Glaize in securing its Mechanic's Lien rights in the event of default by the Buyer to pay according to the terms of this Credit Application.

THE PARTIES AGREE THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE EXCLUDED AND SHALL NOT APPLY TO THE GOODS SOLD.

RETAIL CHARGE, GUARANTY AND SECURITY AGREEMENT

In consideration of credit being extended to the undersigned or anyone on his or their behalf, the undersigned agrees, without offset, to pay for the same promptly when due. It is agreed that all invoices and delivery tickets, whether signed or not, shall be deemed true and accurate unless alleged discrepancies are reported in writing to Glaize within five (5) days of its date. Payment in full is due in 30 days from the invoice date. Accounts become past due if full payment has not been received within 30 days. Any past due accounts will be assessed a late charge or finance charge in the amount of 1½% per month until payment in full is made. In the event of any suit or legal proceedings, Buyer agrees to pay the cost thereof including attorney's fees in the amount of 25% of the principal amount owed to Glaize at the time the suit or legal proceedings are commenced.

To the fullest extent permitted by law, the undersigned shall indemnify and hold harmless Glaize, its employees and agents, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of the purchase or use of any merchandise sold pursuant to this Credit Application regardless of whether such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In consideration of extending credit to the applicant on the reverse side, the undersigned hereby unconditionally agrees to pay Glaize all sums which have been incurred or may hereafter become due and payable by virtue of extension of credit to guarantor(s), Applicant or anyone on his or their behalf. Notice of default is hereby waived, and this guaranty of payment shall not be affected by granting extensions of time for payment or other indulgences and shall remain in full force and effect until written notice of cancellation from the undersigned has been received by Glaize. Glaize shall not in any event be liable for indirect, special, consequential or liquidated damages or penalties arising out of purchases made under this account.

The liability of the undersigned guarantor under this guaranty shall be direct and immediate and not conditional or contingent upon the pursuit of any remedies against the Debtor or any other person, nor against securities or liens available to Glaize, its successors, or assigns. The undersigned individual Customer and Guarantor hereby waive his/her homestead exemption as to this debt. This guarantee is open, continuing, absolute, and unconditional, and shall continue in full force notwithstanding any change in form of such indebtedness, or renewals or extensions thereof granted by Glaize, and may be revoked only by the express written notice of revocation to Glaize by certified mail, return receipt requested, and such revocation shall not in any manner affect the liability of the revoking guarantor as to any liability incurred prior to actual receipt of such notice. This guaranty shall be binding upon the undersigned's personal representatives, successor and assigns.

The undersigned guarantor(s) expressly waives: (a) notice of acceptance of the guaranty and all extensions of credit to Applicant/Debtor; (b) presentment and demand for payment of any of the debts of the Applicant/Debtor; (c) protest and notice of dishonor or of default to the undersigned or to any other party with respect to any of the debts of the Applicant/Debtor or with respect to any security therefore; (d) all other notices to which the undersigned might otherwise be entitled; and (e) demand for payment under this guaranty. This guaranty shall be binding upon the undersigned, their personal representatives, successors and assigns. **I hereby authorize any person, association, firm, bank or corporation to furnish on request to Glaize information concerning our credit.**

CREDIT APPLICANT

Date _____ By: _____ (SEAL)
Signature of Applicant or Applicant's Officer, Partner or Member

Signature of Guarantor (SEAL)

Signature of Guarantor (SEAL)

Authorization to Investigate Credit Report of Applicant's Spouse or Former Spouse (See instructions on the reverse side (Page 1) of this application.) I am a spouse or former spouse of Applicant and Glaize is authorized to investigate my credit report and to verify my credit, employment and income references.

Date _____ Spouse: _____ (SEAL)
Signature

OFFICE USE ONLY--DO NOT WRITE BELOW

CREDIT APPROVAL _____ CREDIT LIMIT _____



GLAIZE COMPONENTS



Roof & Floor Trusses, Wall Panels, I-Joists

PO BOX 2598
WINCHESTER, VA 22604
540-665-0078

JOB INFORMATION SHEET

Customer Name: _____

Address: _____ Telephone #: _____ Fax #: _____

City: _____ State: _____ Zip: _____

Title Holder of Property: _____

Subdivision (Job) Name: _____ Lot #: _____ Section #: _____

Street (Job) Address: _____ City: _____

State: _____ Zip: _____ County: _____ Telephone #: _____

Contact Person: _____ Pager #: _____

Method of financing: Cash: _____ Construction Loan: _____

Loan Institution: _____ Account #: _____

Loan Officer: _____ Telephone #: _____

____ Attached is a Letter of Commitment for above Loan ____ Building Permit Attached (Required)

Name of Mechanic's Lien Agent: _____

Address: _____

City, State, Zip: _____

Telephone: _____

I, the undersigned hereby authorize any person, association, firm, bank, or corporation to furnish on request to Glaize and Bros., L.C. information concerning our credit.

Date: _____

Company Name

DIRECT FAX 540-662-5382

Signature

Print Name and Title



GLAIZE COMPONENTS



Roof & Floor Trusses, Wall Panels, I-Joists

ACCOUNTING INFORMATION

COMPANY NAME: _____ FEDERAL ID # _____

BILLING ADDRESS: _____

ARE PURCHASE ORDERS REQUIRED? YES _____ NO _____

ACCOUNTS PAYABLE CONTACT: _____

TELEPHONE #: _____ FAX #: _____

ACCOUNTING MANAGER CONTACT: _____

TELEPHONE #: _____ FAX #: _____

PURCHASING CONTACT: _____

TELEPHONE #: _____ FAX #: _____

CHECK RUN (please check one):

() Weekly () Semi-Monthly - What days? ____/____ () Monthly - What day? _____



Glaize Components – Backcharge Policy

All backcharges must be approved by a Glaize authorized representative and confirmed in writing by customer’s receipt of Glaize’s backcharge purchase order prior to any backcharge work being performed. Listed below are approved Glaize representatives authorized to give backcharge approval and issue a backcharge purchase order. If a problem does occur, Glaize must understand the situation (Glaize’s sales representative will ask specific questions) and all estimated costs to repair the item in question.

Glaize Components reserves the right to decide to perform the work, or to contract outside.

Backcharge concerns must be directed to one of the following Glaize individuals for approval:

Your Glaize Sales Representative _____ Tel: _____
 _____, Sales Manager, Tel: _____ ext: _____

- **Be aware that minor damages and corrections are generally repairable pending engineering review. However, extensive system damage in the form of collapse due to inadequate bracing, improper installation or acts of God will not be covered under this policy and replacement and all associated costs will be the responsibility of the customer.(Refer to Standard Responsibilities in the Design Process Involving Metal Plate Connected Wood Trusses)**
- **All damages must be reported.**

Additionally, backcharge issues must be reported within 10 working days of delivery and the estimated backcharge costs assembled within 30 days of delivery.

If you have any questions, please do not hesitate to contact us at 540-665-0078.

Glaize appreciates the opportunity to work with you and will continually strive to provide a product that each of us expects in our fast paced environments.

Customer hereby acknowledges that he/she has read, understood, and agree to the terms and conditions of Glaize Components Backcharge Policy by signing below.

Date: _____

Customer

By: _____

Signature

Print Name