



WESTERN EXTRALITE COMPANY
DISTRIBUTORS OF QUALITY ELECTRICAL AND VOICE/DATA PRODUCTS

Credit Packet Instructions

Western Extralite Company would like to thank you for your interest in doing business with us. If you have any questions as you read through the accompanying material, please contact our Credit Manager, Tim Carpenter at 816-421-8404.

Page 1 - Credit Application

This form needs to be filled out completely and signed by either the owner of the company or an authorized officer of the company. If you already have a prepared list of references you may attach it to the application instead of writing them on the application.

The guarantee section does not need to be signed if your organization is a publicly traded company or a government entity.

Page 2 – Financial Statement

This form should be filled out only if your organization does not have its own financial statements. If you have your own financial statement, please include a copy of it so that we may make the appropriate credit decisions. If not, please fill this form out with the most recent available data.

If your organization is a publicly traded company, you may provide us with your stock symbol in lieu of the financial statement. If your organization is a government entity, you do not need to provide us with a financial statement.

Page 3 – Return Goods Policy

This form states our company's return policy and is for informational purposes only. You do not need to return it to us.

Page 4 – Western Extralite Company Terms and Conditions of Sale

This form states our company's terms and conditions and is for informational purposes only. You do not need to return it to us.

Page 5 – Contractor Terms and Conditions

This form must be filled out and signed by all contractors. If your organization is not a contractor, you do not need to complete this form.



WESTERN EXTRALITE COMPANY

DISTRIBUTORS OF QUALITY ELECTRICAL AND VOICE/DATA PRODUCTS

1470 Liberty Street Kansas City, MO 64102 816-421-8404 Fax 816-421-7390
P.O. Box 1128 Maryland Heights, MO 63043 314-432-4560 Fax 314-997-5329

CREDIT APPLICATION

BILLING ADDRESS

Name _____
Address _____
PO Box _____
City _____ State _____ Zip _____

SHIPPING ADDRESS

Name _____
Address _____
PO Box _____
City _____ State _____ Zip _____

TRADE REFERENCES

1
Name _____
() _____
Phone (required) _____ Fax (required) _____

2
Name _____
() _____
Phone (required) _____ Fax (required) _____

COMPANY INFORMATION

Credit Contact () _____ Phone _____ Fax _____ Email _____
Purchase Contact () _____ Phone _____ Fax _____ Email _____
Address (if different from billing address) _____ City _____ State _____ Zip _____

Nature of Business _____ Line of Credit Requested _____
 Yes No Tax Exempt (State regulations require collection of sales taxes if a valid exemption certificate is not on file. Attach certificate if applicable)
Bank _____

Bank Account Number _____ Dunn & Bradstreet Number _____ SIC Code/NAICS _____ Subsidiary of _____ Division of _____
 Yes No

Federal Taxpayer ID Number _____ Declared Bankruptcy in last 10 years _____ If yes, where and when? _____
 Proprietorship Partnership Corporation
Type of Business _____ Date of Incorporation _____ State of Incorporation/Headquartered _____ Years in Business _____

1. Owner/Partner _____ Title _____ Social Security Number _____ % Ownership _____
2. Owner/Partner _____ Title _____ Social Security Number _____ % Ownership _____
1. Corporate Officer _____ Title _____ 1. Majority Stockholder _____ % Ownership _____
2. Corporate Officer _____ Title _____ 2. Majority Stockholder _____ % Ownership _____

INFORMATION REQUEST

Promotional Contact () _____ Phone _____ Fax _____ Email _____
Job Title _____ Address (if different from billing address) _____ City _____ State _____ Zip _____
 Product Catalog Featured Products Newsletter and Connections Magazine Have a representative call me club extralite Rewards Program

★★★★ UNCONDITIONAL GUARANTEE ★★★★★

To induce Western Extralite Company to sell merchandise and extend credit to _____ debtor/buyer, I/we _____ jointly and severally, unconditionally guarantee the payment of any indebtedness which may at any time and from time to time be incurred by debtor/buyer. In the event of any default at any time by debtor/buyer, the undersigned agree(s) to pay said account, interest and all costs of collection, including a reasonable attorney fee, without demand, presentment, or notice. Consent is given to Western Extralite Company to extend, modify or re-arrange the debt and to waive lien rights. This guarantee shall continue in full force and effect until such time as the undersigned shall give you written notice of revocation by registered mail. Such notice of revocation shall be ineffective as to any existing indebtedness or as to any transaction or commitment previously undertaken by Western Extralite Company in reliance of such guarantee.

Owner (signature) _____ Spouse (signature required if married) _____ Date (month) _____ (day) _____ (year) _____

AUTHORIZATION

I am authorized to make application for the business named herein and certify that all information in this credit application is complete and factual. I understand that Western Extralite Company will rely on the accuracy of this information for any credit that may be extended. Western Extralite Company is hereby authorized to use the information provided and/or to obtain a credit report history for the applicant and the individuals listed as owners on this application in order to process. Purchaser agrees to pay a service charge/late fee on all delinquent invoices. Purchaser agrees to notify Western Extralite Company, in writing, of any change in majority ownership. All purchases are subject to TERMS AND CONDITION OF SALE in effect at the time of purchase posted at www.westernextralite.com. I represent that I am authorized to provide the foregoing consent and understand that by providing my mailing address, email address, telephone number and fax telephone number(s), I consent to receive communications sent by Western Extralite Company via regular mail, email, telephone and fax.

Authorized Signature _____ Title _____ Date _____

FINANCIAL STATEMENT MADE FOR WESTERN EXTRALITE COMPANY

Name _____ Date _____
 D/B/A or Trade Name _____ Phone _____
 Street Address _____
 City _____ State _____ Zip Code _____

Enclose your most current financial statement or complete the following:

Financial Condition as of _____ 19____.

ASSETS

Cash \$ _____
 Accounts Receivable _____
 Notes Receivable _____

Allowance for Bad Debts _____
 Inventory _____
 Other Current Assets _____
 Total Current Assets \$ _____

Property and Equipment _____
 Land _____
 Other Assets _____

TOTAL ASSETS \$ _____

LIABILITIES

Accounts Payable \$ _____
 Mortgages, Notes Payable in less
 than one year _____

Due Officers, Director and
 Partners _____
 Accrued Expenses _____
 Other Current Liabilities _____
 Total Current Liabilities \$ _____

Long Term Debt _____
 Mortgages _____
 Other _____

TOTAL LIABILITIES \$ _____

STOCKHOLDERS EQUITY

Capital Stock _____
 Paid in Capital _____
 Earned Surplus _____
 Treasury Stock _____
 Total Stockholder Equity _____

TOTAL LIABILITIES AND
 STOCKHOLDERS EQUITY \$ _____

PROFIT AND LOSS STATEMENT FOR FISCAL YEAR ENDING _____.

Net Sales \$ _____
 Cost of Goods Sold _____
 Gross Profit _____
 Operating Expense _____

Other Income _____
 Other Deductions _____
 Net Profit (Before Taxes) _____
 Net Profit \$ _____

I (We) hereby warrant, represent and certify that the above information contained on this Financial Statement is true, correct and complete and further that this Financial Statement is being submitted to Western EXTRALITE Company, who is relying upon it in determining whether open account credit will be extended or not.

 Owner

 Date



WESTERN EXTRALITE COMPANY

DISTRIBUTORS OF QUALITY ELECTRICAL AND VOICE/DATA PRODUCTS

RETURN GOODS POLICY

We pledge our cooperation to handle returns in a prompt and fair manner.

Please contact CUSTOMER SUPPORT giving **INVOICE NUMBER**.

Warehouse personnel or drivers are not authorized to approve returns or accept them without prior authorization.

1. STOCK MATERIAL - RETURNS FOR CUSTOMER'S CONVENIENCE

Provided the material is in unused, resaleable condition and of current design, Customer Support will issue a Return Goods Authorization (RGM) subject to the following:

- a. No re-stock handling charge if material **reaches** us within 14 days from ship date **and** you provide us with our **invoice number**.
- b. A 20% re-stock handling charge applies if material **reaches** us after 14 days **or** no invoice number is provided.

2. NON-STOCK or DIRECT SHIP MATERIAL - RETURNS FOR CUSTOMER'S CONVENIENCE (Material not in Western Extralite catalog.)

Contact Customer Support before returning material with a list of the item(s) to be returned, the reason for return, and our invoice number. See 5f below. We will request return from the factory and make arrangements to get the material from you within 30 days. Return of non-stock material is subject to a minimum 35% re-stock handling charge and any applicable freight charges.

3. OUR ERROR

Contact Customer Support. Every effort will be made to correct the error promptly. To expedite adjustment, please give the Invoice Number.

4. DEFECTIVES

Adjustments will be made in accordance with the manufacturer's warranty.

Please recognize that warranties vary from supplier to supplier. Depending on the nature of the defect, we may have to involve factory personnel.

5. EXCLUSIONS - NOT RETURNABLE FOR CREDIT

- a. Material cut-to-length or otherwise modified to customer's specification.
- b. Obsolete, discontinued, or "close-out" items.
- c. Broken fragile items, e.g. porcelain or glass.
- d. Material not purchased from us.
- e. Custom material or material otherwise not returnable to the factory.
- f. Non-stock material without our invoice number.

Credit will be issued within ten days of receipt of material.

WESTERN EXTRALITE COMPANY TERMS AND CONDITIONS OF SALE

All sales to Buyer are expressly governed by these terms and conditions set forth hereinafter as well as by those on the reverse side hereof, if any. Your order or statement of intent to purchase goods, or any direction to proceed with procurement or shipment of goods, or any acceptance of payment for such goods constitute your specific and express agreement to the following terms and conditions as governing this sale. Western Extralite Company (Seller) will not, under any circumstance, agree or be bound by any provisions, conditions, or agreements which are inconsistent with, contrary to, additional to or in lieu of or which modify in any manner the following terms and conditions unless an authorized OFFICER of Seller, in writing, agrees to such provisions, conditions or agreements.

WARRANTIES: Seller, being solely a dealer-distributor and not a manufacturer, gives no warranty whatsoever and expressly **DISCLAIMS ANY WARRANTY BY IT, EXPRESS OR IMPLIED, STATUTORY, BY OPERATION OF LAW OR OTHERWISE, INCLUDING MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE** and the only warranty on any item purchased from Seller is the express warranty, if any, given by the manufacturer of the item. Buyer hereby agrees that it has no right or remedy against Seller including, but not limited to claims for **INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES OR ANY CAUSE, LOSS, ACTION, CLAIM OR DAMAGE WHATSOEVER, OR INJURY TO PERSON OR PROPERTY OR ANY OTHER CONSEQUENTIAL, ECONOMIC OR INCIDENTAL LOSS** arising out of or related in any way to any item purchased from Seller. Any liability of Seller to Buyer shall be limited and shall not exceed the price of the item on which such liability is based. All items sold by Seller to Buyer are sold **AS IS AND WITH ALL FAULTS** and Seller's sole obligation to Buyer is to use due diligence in an effort to cause the manufacturer of any item which is defective to repair or replace such item.

ADVICE: Any statement or advice (including but not limited to advice regarding the quantity of goods necessary for a particular job, or the suitability of a particular product for a particular use) is provided solely as a courtesy to Buyer and is not guaranteed. No such statement or advice shall subject Seller to any liability whether based on contract, warranty, tort (including negligence), or other grounds.

STORAGE AND USE OF PURCHASES: Buyer is required to use and hereby does warrant that it/he will use safe job procedures for the sale, installation, storage, and handling of all purchased products.

INDEMNIFICATION: Buyer shall protect, defend, save harmless and indemnify Seller for any loss, cost, delay, liability, damage, liquidated or otherwise, and expense, including attorneys' fees, which Seller may sustain, have assessed against it or incur as a consequence of any litigation, dispute or claim with respect to all or any part of the items sold by Seller to Buyer or anything done or omitted or claimed to have been done or omitted hereunder by Seller or anyone acting for Seller, including but not limited to, any claim of injury to person or property by reason of defects or infirmity in any such items or damage by reason of the failure of Buyer to perform promptly and satisfactorily its obligations.

F.O.B. POINT: All sales are made f.o.b. point of shipment, and each shipment or delivery shall be considered for purpose of shipment as a separate and independent transaction. Buyer has risk of loss after delivery at f.o.b. point of shipment.

CLAIMS: Within five (5) days after tender of, delivery to, or receipt of any shipment and before any part of the material has been changed from its original condition, Buyer shall inform Seller in writing if the material is found defective or short in any respect. Failure to inform Seller or use of the material shall be conclusive that Seller has satisfactorily performed. Claims for breakage, damage, or loss in transit must be made to the transportation company by the consignee.

DELIVERIES: Shipping dates given in advance of actual shipment are estimated based on information received from our suppliers and shall not be deemed to represent fixed or guaranteed shipping dates. Delivery dates are not guaranteed and Seller shall not be liable to Buyer or the ultimate user for any claims arising from delay in shipment or delivery. If shortages should occur in Seller's supply of specific items, Seller may allocate its deliveries as it deems necessary.

SALES TAX: Unless otherwise noted, prices do not include any present or future sales, use, excise, value added, or similar tax. Where applicable, all such taxes shall be paid by the Buyer.

PAYMENT: Payment for items purchased by Buyer are due on or before the due date shown on each invoice. If paid on or before the date shown on each invoice, the applicable cash discount, if any, shown on the invoice may be deducted by Buyer when making such payment. If payment is not received by the first of the month following the due date shown on the invoice, an amount equal to the percentage rate shown on the invoice, shall be charged on the unpaid balance of the invoice as a late payment service charge. At any time, Seller, at its sole discretion, reserves the right to require Buyer to pay in full or in part in cash for items ordered prior to shipment or delivery.

RETURNS: No returns are accepted without prior authorization. A deduction to cover the cost of handling and restocking will be made in accordance with Seller's current Return Goods Policy.

QUOTATIONS: All quotations are subject to change without notice, unless otherwise stated in writing, in a quotation. Orders, whether or not placed on the basis of any quotation, are subject to Seller's acceptance which is made only by an officer of Seller.

MISCELLANEOUS: All rights and remedies of Seller hereunder are in addition to Seller's other rights and remedies and are cumulative and not alternative. If goods are used in an application where failure of a single component could cause substantial harm to persons or property, Buyer agrees to indemnify and hold Seller harmless from liability for such harm whether as a result of breach of contract, warranty, tort (including negligence), or other grounds. The validity, performance, construction, and effect of these terms and conditions shall be governed by Missouri law and any action based on a sale by Seller to Buyer shall be brought either in a State Court or a United States District Court located in Jackson County, Missouri. Buyer hereby waives venue in agreeing and consenting to venue in Jackson County, Missouri, and specifically and expressly agrees to jurisdiction of said Courts.

ATTORNEY FEES: In the event it is necessary for Seller to employ an attorney or attorneys or incurs other expense it may deem necessary to enforce or protect its rights hereunder or to collect damages for breach of the terms and conditions set forth herein, Buyer hereby agrees to pay to Seller those attorneys' fees and expenses so incurred by Seller.



WESTERN EXTRALITE COMPANY

DISTRIBUTORS OF QUALITY ELECTRICAL AND VOICE/DATA PRODUCTS

1470 Liberty Street • Kansas City, MO 64102

816-421-8404 Fax: 816-421-7390

www.westernextralite.com

Western Extralite is pleased to have you as a customer. We will do our best to bring you the highest level of service in the industry. If at any time you feel we are not providing this service, please contact us. We take that responsibility seriously. Your obligation is to pay us in a timely manner. In order to make sure we have clear communication, we present our payment terms as follows.

Payment for material received by the 25th of the month is due on the 10th of the following month. If we have not received your check prior to the 1st of the following month, your account will be charged a service charge of 1-1/2% per month based on your unpaid balance.

We organize your account with us into Aging columns based on due date as follows.

Future – Invoices for material purchased this month, due next month.

Current- Invoices for material purchased last month, due this month.

30-Day Column – Invoices for material purchased two months ago, due last month.

60-Day Column – Invoices for material purchased three months ago, due two months ago.

90-Day Column – Invoices for material purchased four months ago, due three months ago.

120-Day Column - Invoices for material purchased five months ago and prior.

We will file liens or bond claims timely to protect our rights.

Your account may be placed on COD if you have balances in the 90-day column.

We will place your account on COD if 25% or more of your outstanding balance is in the 90-day or 120-day columns.

General Contractors have requested that we notify them of slow-paying subcontractors. If your account has balances in the 90 or 120-day columns, one of our options is to call the general contractor or owner. We will make an attempt to advise you in advance, but may make the call even if we are not able to notify you.

We may require your personal guarantee of your account. In addition, we may require joint checks on jobs. If we have to refer your account to an attorney, we will require you to pay the attorney's fees.

We accept credit cards for payment. Because of our extra costs, no cash discount is available on credit card purchases.

Communication with us is very important. If you have a question about this document or any future credit issue, please contact our credit department.

All purchases by you are subject to our published Terms and Conditions of Sale, a current copy which is attached for you to initial and return.

I understand and agree to live by the above terms.

Contractor Company

Date

Authorized Name