

# BILDISCO Mfg., Inc.

Doors • Frames • Millwork • Hardware

THE DOOR DEPOT • THE DOOR DOCTORS

21 Central Avenue • West Orange, NJ 07052  
Call 973/673-2400 • Fax 973/673-2236

• RESIDENTIAL  
• COMMERCIAL  
• PUBLIC  
• INDUSTRIAL

GUARANTEED QUALITY • HUGE SELECTION  
FREE PROFESSIONAL SERVICE(S) • EVERYDAY LOW PRICES

• REPLACEMENT  
• RENOVATION  
• NEW  
CONSTRUCTION  
• TENANT FIT UP  
• REMODELING

THE TOTAL PACKAGE FOR IMMEDIATE DELIVERY

## CREDIT APPLICATION & GUARANTEE

### TO BE FILLED OUT BY CUSTOMER

DATE: \_\_\_\_\_

1. FIRM NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CORPORATION  PARTNERSHIP  PROPRIETORSHIP

IF CORPORATION: FEDERAL ID# \_\_\_\_\_

IF PARTNERSHIP: FEDERAL ID# \_\_\_\_\_ OR SS# \_\_\_\_\_ & DL# \_\_\_\_\_

IF PROPRIETORSHIP: SOCIAL SECURITY # \_\_\_\_\_ & DL# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ P.O. BOX \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

IF TAX EXEMPT – ATTACH CERTIFICATE. YEARS IN BUSINESS: \_\_\_\_\_

MANAGER, V.P. OR LEAD PERSON OF: 1) BUYING: \_\_\_\_\_

2) ACCT. PAYABLE: \_\_\_\_\_

2A. PRINCIPAL OR OFFICER PERSONAL GUARANTEE:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

*BY SIGNING, YOU ARE PERSONALLY GUARANTEEING PAYMENT OF THE ABOVE ACCOUNT ON AN INDIVIDUAL BASIS.*

2B. PRINCIPAL OR OFFICER PERSONAL GUARANTEE:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

*BY SIGNING, YOU ARE PERSONALLY GUARANTEEING PAYMENT OF THE ABOVE ACCOUNT ON AN INDIVIDUAL BASIS.*

3. TRADE REFERENCES – NOT SUB-CONTRACTORS OR LABOR (MATERIAL SUPPLIERS ONLY – LUMBER, DRYWALL, MASONRY, CONCRETE, HARDWARE, ELECTRIC)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BANK: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

4. TERMS & CONDITIONS OF SALE – SEE CATALOG FOR COMPLETE INFORMATION

PAYMENT NET 30 DAYS

PAYMENT NET 60 DAYS (2% SERVICE CHARGE ON PAST DUE INVOICES)

ATTACH FINANCIAL STATEMENT OR LETTER OF CREDIT FROM A BANK OR BONDING COMPANY TO ESTABLISH OVER \$10,000 CREDIT LINE.

SIGNATURE & ACKNOWLEDGEMENT OF THE ABOVE BY OFFICER OR PRINCIPAL

\_\_\_\_\_  
TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

TERMS & CONDITIONS OF SALE

Terms

Payment net 20 days, from date of invoice (delivery date or bill date) payable in U.S. fund. No retainage allowed. Service charge of 2% per month on invoices over 20 days old. All invoices referred for collection and/or legal action will be subject to service charges, attorney's fees, collection fees, court costs and any other costs incurred in the collection process. Any controversy or claim arising out of or relating to a contract or order with a breach thereof may be resolved, at Bildisco's discretion, by binding arbitration under the construction industry arbitration rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. This provision in no way waives any of seller's rights under any and all statutes of law or other conditions of this proposal and/or agreement. Shipments or deliveries shall at all times be subject to the approval of seller's Credit Department. Past due accounts may not be shipped and may void any contracts at seller's discretion. A maximum credit line is established for all distributors. The credit limit is intended to accommodate a distributor's normal maximum volume of purchases. The credit limit may be adjusted periodically due to changes to a distributor's financial status and payment record. All accounts must fill out a credit application which include, the personal guarantee of a principal, stockholder or owner of the company. This guarantee insures payment of the company debt by that person. 50% deposit required on shop, special or custom items. C.O.D. on check payment of \$500 or more must be certified or cash.

Cancellation

Any material canceled will be subject to cancellation charge of no less than 25%, or no more than 100% of the net value of that material canceled. Special order material entered into fabrication is not subject to cancellation. Cancellations should be made by telephone and confirmed in writing.

Prices

All prices and pricing (quotes, estimates, etc.) are based on unit list prices less base discounts and quantity discount and allowances (if any). Prices will be those published in effect at the time of sale. Sales, use or similar excise taxes levied by city, county, state and/or federal agencies are not included. Prices do not include any special packaging, crating or special marking for identification.

All prices (Price Sheets, Quotes, Estimates, etc.) are subject to change without notice. All orders are subject to price in effect at time of delivery. Quotes and Estimates are valid for 30 days only. If a purchase order issued by a buyer should disagree with B.M.I.'s Door Schedule in any way (grade, quantity, price, etc.) the Door Schedule will always over-ride the purchase order since it is more definitive and usually produced in a more timely fashion.

Delivery/Pick-up

Shipments will be made via carrier chosen by BMI unless otherwise instructed by customer in writing. Delivery is weekly in all our trading areas. Minimum \$400. Delivery outside our trading area must be discussed for special arrangements. Deliveries are tailgate only. Signatures on delivery ticket is recognition and acceptance of our terms and conditions of sale.

Any order not picked up or unable to deliver will be billed after 2 weeks.

Claims

All materials are inspected prior to shipment. Claims for rejected material due to errors, shortages or material defects must be made in writing by the buyer to the seller within 48 hours after receipt of shipment. The seller will have the option to replace or repair defective materials or allow credit for return of material.

No back charges resulting from unauthorized work will be honored. Claims of incorrect material or impending back charges must be made through our office and must be presented with a specific description of the problem and a cost estimate for our review prior to proceeding.

No claims or back charges involving BMI can be authorized by any agent, distributor or salesman unless the above requirements are met and the claim is authorized in writing by BMI.

Field inspections and costs involved made by BMI at the buyer's request are chargeable to the buyer if no error chargeable to BMI is found. Materials must be inspected by buyer, prior to installation, for correct swing, size, wall condition, application of required U.L. or W.H. label and general type of opening. BMI's sole obligations with respect to material (whether installed or not) shall be to repair, correct or furnish new material without being liable for work of other trades and BMI shall have no other liability of any kind. BMI's liability shall not exceed the cost of the material furnished.

BMI will not bear liabilities for penalties, substitute materials, special incidental or consequential damages, liquidated damages, loss of rents, unused labor, etc. involved with delivery or fabrication delays and time of essence clauses.

All sales are final. No merchandise may be returned for credit unless authorized in writing by Bildisco Mfg. Inc. (BMI), and

1. Notified within 48 hours of receipt in writing.
  2. Must be inspected by a BMI agent and approved in writing.
  3. Return sticker must be attached.
  4. Original invoice must be available and listed.
  5. Credit may be issued only after inspection at our plant. No credit will be issued for material returned in a negligent manner.
  6. All returned goods (even defective merchandise) must arrive in the same condition in which it left our plant.
  7. Any expenses incurred to make returned material saleable will be charged to the buyer.
  8. Shelf items are subject to 50% handling charge (min. \$50). Shop, custom specials, welded and prehung items are not returnable.
- Not responsible for typographical or printing errors.

**ADDITIONAL TERMS AND CONDITIONS OF SALE FOR DOOR DOCTORS FIELD INSTALLATION, REPAIRS & SERVICE BOTH UNIT PRICED AND HOURLY.**

In addition to our standard terms and conditions of sale

- Unit prices or hourly charge includes - direct labor (shop & Field), fringes, insurance, supervision & coordination, cleanup, material distributed from on site storage, overhead & amortization of equipment utilized
- Refuse & debris - removal and disposal by customer
- Customer to have precleared any Union requirements
- There must be a secured area for equipment and material storage
- All supplies and parts used (left on job or used in openings) this includes but is not limited to; bits, blades, discs, fillers, paint, caulking, reinforcements, rods, screws etc. will be billed separately.
- There must be on site during work an individual who is authorized to sign off and approve, review and approve extras in advance, approve shop work done, make sign checks for COD if necessary etc.
- All hourly rates are charged to the next 1/2 hour increments
- Payment terms - 25% deposit, balance daily
- Travel time - field service - charged hourly, one hour min

**FOR OFFICE & SALESMAN USE ONLY**

For Additional Terms and Conditions for Installation, See Special Field Installation Sheet.

NEW ACCOUNT \_\_\_\_\_ CHANGE OF INFO \_\_\_\_\_ SALESMAN# \_\_\_\_\_ TYPE \_\_\_\_\_

SALESMAN RECOMMENDATION:  
NOTES: GIVE US A FEEL FOR CUSTOMER

WOULD LIKE A \$ \_\_\_\_\_ CREDIT LINE

APPROVED BY \_\_\_\_\_ DATE: \_\_\_\_\_  
CREDIT MANAGER

APPROVED BY \_\_\_\_\_ DATE: \_\_\_\_\_  
SALES MANAGER

CREDIT LIMIT: \_\_\_\_\_ CUSTOMER NOTIFIED: \_\_\_\_\_

DATE: \_\_\_\_\_

FINAL APPROVAL BY \_\_\_\_\_ DATE: \_\_\_\_\_  
MARKETING MANAGER