

1.0 BUSINESS INFORMATION

Company / Firm Name

DBA Name (if applicable)

Billing Address

First Line

City

State

Zip Code

Physical Address (If different from Billing)

First Line

City

State

Zip Code

Main Phone

Email Address

Federal Tax ID No.

Years in Business

Credit Req. (\$)

Nature of Business

Sales Tax Exempt? Yes No* If yes, attach exemption certificate

Type of Entity:

Corporation

Partnership

Sole Proprietorship

LLC.

2. PRINCIPAL OWNERS / OFFICERS / PARTNERS

Principal 1

Name

Title

Home Address

Cell Phone

SSN

Principal 2

Name

Title

Home Address

Cell Phone

SSN

3. BANK INFORMATION

Bank Name

Account Number

Checking

Savings

Bank Address

Bank Contact / Officer

Bank Phone

4. TRADE REFERENCES

Please include complete business names, contact names, and phone numbers.

1. **Business Name**

Contact Name

Phone / Email

2. **Business Name**

Contact Name

Phone / Email

3. **Business Name**

Contact Name

Phone / Email

5. ACCOUNTS AND INVOICE CONTACT

Accounts Payable Contact Name

Address of Accounts Payable Department

Contact Number

Email

E-Billing Information *(If Different to Above)*

Invoices to be emailed to:

Statements to be emailed to:

6. TERMS & CONDITIONS AND PERSONAL GUARANTEE

Payment Terms

Payment is due in accordance with the terms stated on the invoice. Any balance not paid when due may accrue interest at the rate of 1.5% per month (18% annually) or the maximum rate permitted by law. Buyer agrees to pay all costs of collection incurred by Seller including reasonable attorney's fees, court costs, and collection agency fees.

Pricing

All prices are subject to change without notice due to fluctuations in raw material costs, tariffs, transportation charges, or supplier price increases. Written quotes are valid only for the period stated on the quote unless otherwise specified.

Order Accuracy

Buyer is responsible for verifying all measurements, quantities, specifications, and materials prior to placing an order. Seller shall not be responsible for shortages, overages, or incorrect materials resulting from inaccurate information supplied by Buyer.

Delivery Terms

Delivery dates are estimates only and are not guaranteed. Seller shall not be liable for delays caused by weather conditions, supplier shortages, transportation disruptions, labor disputes, or other circumstances beyond Seller's reasonable control.

Title and Risk of Loss

Title and risk of loss pass to Buyer upon delivery of materials to the jobsite or upon pickup from Seller's facility. Buyer assumes full responsibility for the materials at that time.

Inspection of Materials

Buyer must inspect all materials upon delivery or pickup. Any claim for shortage, damage, or defect must be reported to Seller within forty-eight (48) hours of delivery. Failure to report such claims within this time period constitutes acceptance of the materials as delivered.

Returns and Restocking

All returns require prior written authorization from Seller. Approved returns may be subject to a restocking fee of up to twenty-five percent (25%). Special order items, custom cut materials, and non-stock items are non-returnable.

Wood Product Disclaimer

Wood products are natural materials and may contain knots, checks, splits, warping, shrinkage, twisting, or color variations. These characteristics are inherent in natural wood products and shall not be considered defects.

Installation and Code Compliance

Seller supplies materials only unless otherwise stated in writing. Buyer is responsible for installation, engineering, permitting, and compliance with all applicable building codes, zoning ordinances, HOA rules, and local regulations.

Warranty Disclaimer

Seller makes no warranties, express or implied, including any implied warranty of merchantability or fitness for a particular purpose, except those provided directly by the manufacturer of the materials.

Limitation of Liability

Seller's total liability for any claim arising from the sale or use of materials shall not exceed the purchase price of the materials supplied. Seller shall not be liable for incidental, consequential, or indirect damages.

Mechanic's Lien Rights

Seller reserves the right to preserve and enforce any lien or bond rights available under applicable law for materials supplied but not paid for, including rights provided under the Texas Property Code Chapter 53.

Recording and Property Interest Notice

Buyer acknowledges that documents related to the sale, security interests, or notices associated with the materials supplied may be recorded in the appropriate county property records when necessary to protect Seller's legal rights pursuant to the Texas Property Code Chapter 13.

Governing Law and Venue

These Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Texas. Any legal action arising from these terms or any sale of materials shall be brought in a court of competent jurisdiction located in the county where Seller's principal place of business is located.

Entire Agreement

This document provides a summary of the Seller's standard [Terms and Conditions of Sale](#). The complete and controlling Terms and Conditions of Sale are available online or may be provided upon request. In the event of any inconsistency, the full standard Terms and Conditions of Sale shall govern. Both documents are otherwise binding on the Buyer.

Applicant / Authorized Signer

Authorized Signature

Printed Name & Title

Date

Guarantor 1

Signature

Printed Name

Date

Guarantor 2 *(If Applicable)*

Signature

Printed Name

Date

Signature:

Email:

Title: