

UTILITY STRUCTURES

PIPE & FITTINGS

CASTINGS



PRECAST CONCRETE SALES COMPANY

123 Route 303 • P.O. Box 516 • Valley Cottage, N.Y. 10989
(845) 268-4949
FAX # (845) 268-4376
WEBSITE: precastconcretesales.com

RETAINING WALLS

GEOTEXTILE FABRICS

WATERWORKS SUPPLIES

Dear Customer:

Thank you for expressing interest in establishing credit with *Precast Concrete Sales Company*.

Enclosed you will find a Customer Policy Statement Sheet. Please familiarize yourself with this statement as it outlines our terms and conditions of sale as well as various company policies.

Also, enclosed please find a tax-exempt certificate. On any jobs you have which are tax-exempt, please make sure an executed tax-exempt certificate is supplied to *Precast Concrete Sales Company* prior to shipment of materials.

Please fill out the enclosed credit application in its entirety. Make sure that you include the home telephone numbers for the company principals as well as signed corporate and personal guarantees. Missing information may result in the credit application being sent back to you and cause unnecessary time delays. Credit applications take approximately three weeks for approval, depending on how fast the references reply to our request for credit information.

Thank you for your interest in *Precast Concrete Sales Company*. We look forward to your patronage.

Very truly yours,

PRECAST CONCRETE SALES COMPANY

Gregory P. Fisher
President

GPF/nm

Enclosures

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CUSTOMER POLICY STATEMENT

CUSTOMER ORDER POLICY:

ORDER ACCEPTANCY

All orders are subject to acceptance by *Precast Concrete Sales Company*, at P.O. Box 516, Valley Cottage, NY 10989. A signed Sales Proposal from *Precast Concrete Sales Company* by the customer, constitutes authorization by the customer (unless noted in writing) to proceed with fabrication of materials ordered. At this point, the customer becomes liable for the cost of the goods manufactured, or the services rendered. Carefully check our Sales Proposal, shop drawings, and structure cut sheets to ensure their accuracy. Proposal prices are good for 30 days.

SPECIAL ORDERS

Merchandise that is ordered special sometimes requires a deposit of at least 50% before the order is processed. Special orders cannot be returned or cancelled without proper authorization from Precast Concrete Sales Company. In some cases, special orders may not be returned. Handling charges for special order returns are at the discretion of *Precast Concrete Sales Company*.

DELIVERY

Whenever possible, most deliveries made from *Precast's* yard are done on self-unloading boom trucks. Deliveries made direct from our manufacturers sometimes have to be unloaded by you, the customer, on the job site. Delivery tickets should be signed, and any defects or shortages in materials must be noted on the delivery ticket for credit to be given. In the event a delivery ticket is not signed, and there is a problem with the delivered material, our office must be notified at once. No products should be returned without authorization. *Precast Concrete Sales Company* is not responsible for damage to products as a result of customer handling. Delivery charges may be assessed on certain orders.

RETURNS

A handling charge of 20% will be deducted on all returns. Material returned must be in saleable condition. A copy of the original delivery ticket must accompany the return. In the event the returned material needs work on it to make it saleable, a higher handling charge may be assessed. Acceptances of returns are at the discretion of *Precast Concrete Sales Company*.

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SALES TAX

Sales tax will be assessed on all invoices, unless we are given a properly executed sales tax exempt certificate. Tax I.D.'s by themselves are not sufficient. Tax credit will not be issued on invoices marked "pick-up" with no job reference and properly completed tax-exempt certificate on file.

LIFTING DEVICES

A deposit is required on all lifting devices picked up for customer use. Full credit will be issued upon their return.

CREDIT POLICY:

TERMS OF SALE TO CREDIT CUSTOMER

Our terms are not 30 days from date of delivery.

SERVICE CHARGES

A service charge of 1.5% per month (18% per annum) will be assessed on all invoiced amounts which are 60 days or older.

CREDIT APPLICATION

Credit applications must be completed in their entirety, with signed personal and corporate guarantees. Missing information will result in the credit application being sent back to you and cause unnecessary time delays.

CREDIT HOLD ON ORDERS

Orders may be withheld from shipment when an account has an outstanding balance due 60 days beyond the invoice date or if the account has exceeded its established credit limit.

MONTHLY ACCOUNT STATEMENT

A statement of account for the preceding month will be mailed out at the beginning of the following month to customers who have a balance due.

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CREDIT APPLICATION

NAME OF APPLICANT _____ DATE _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

YEAR ESTABLISHED _____ YEAR INCORPORATED _____

LINE OF CREDIT REQUESTED _____ FEDERAL I.D. # _____

PRINCIPAL _____ SOC. SEC. # _____

ADDRESS _____

HOME TELEPHONE # _____

PRINCIPAL _____ SOC. SEC. # _____

ADDRESS _____

HOME TELEPHONE # _____

BANK REFERENCE _____

ADDRESS _____

BANK TELEPHONE # _____ PERSON TO CONTACT _____

BANK ACCOUNT # _____

PROVIDE 4 CREDIT REFERENCES

1. NAME _____ PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

EMAIL: _____

2. NAME _____ PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

EMAIL: _____

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3. NAME _____ PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

EMAIL: _____

4. NAME _____ PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

EMAIL: _____

CORPORATE OR COMPANY GUARANTEE

I/WE CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT, AND I/WE AGREE TO PAY THIS ACCOUNT IN ACCORDANCE WITH YOUR CREDIT LIMITS. I/WE AUTHORIZE YOU TO VERIFY THIS INFORMATION AND/OR OBTAIN ADDITIONAL INFORMATION BY SECURING DATA FROM A CREDIT REPORTING AGENCY. I/WE UNDERSTAND THAT ALL PAST DUE BALANCES WILL BE SUBJECT TO A 1 ½ % PER MONTH SERVICE CHARGE. I/WE FURTHER AGREE TO PAY A 25% COLLECTION CHARGE, IN THE EVENT OF DEFAULT, IF THE ACCOUNT IS PLACED WITH AN ATTORNEY OR BONDED COLLECTION AGENCY.

SIGNED _____ POSITION _____

SIGNED _____ POSITION _____

*** NOTE: IF A PARTNERSHIP, ALL PARTNERS MUST SIGN. IF A CORPORATION, AN AUTHORIZED CORPORATE OFFICER MUST SIGN.

PERSONAL GUARANTEE FOR CORPORATE ACCOUNTS

IN CONSIDERATION FOR THE CREDIT EXTENDED TO THE ABOVE-LISTED CORPORATION, THE UNDERSIGNED HEREBY GUARANTEES AND AGREES TO BE PERSONALLY LIABLE FOR ALL INDEBTEDNESS INCURRED BY THE CORPORATION. I/WE FURTHER AGREE TO PAY A 25% COLLECTION CHARGE, IN EVENT OF DEFAULT, IF THE ACCOUNT IS PLACED WITH AN ATTORNEY OR BONDED COLLECTION AGENCY.

SIGNED _____ DATE _____

SIGNED _____ DATE _____

*** NOTE: ON PERSONAL GUARANTEE, DO NOT PUT CORPORATE TITLE.



New York State and Local Sales and Use Tax Contractor Exempt Purchase Certificate

To be used **only** by contractors who are registered with the Tax Department for sales tax purposes.

To vendors:

You must collect tax on any sale of taxable property or services unless the contractor gives you a properly completed exempt purchase certificate not later than 90 days after the property is sold or service is rendered. In addition, you must keep the certificate for at least three years, as explained in the instructions.

To contractors and vendors: read the instructions on pages 3 and 4 carefully before completing or accepting this certificate.

Name of vendor			Name of purchasing contractor		
Street address			Street address		
City	State	ZIP code	City	State	ZIP code

1. I have been issued a New York State *Certificate of Authority*, _____, to collect New York State and local sales and use tax, and that certificate has not expired or been suspended or revoked.
(enter your sales tax vendor identification number)

2. The tangible personal property or service being purchased will be used on the following project:

_____ located at _____

for and with _____

pursuant to prime contract dated _____.

3. These purchases are exempt from sales and use tax because:
(Mark an X in the appropriate box; for further explanation, see items A through O in the instructions on pages 3 and 4.)

A. The tangible personal property will be used in the above project to create a building or structure or to improve real property or to maintain, service, or repair a building, structure, or real property, owned by an organization exempt under Tax Law section 1116(a). *(For example, New York State government entities, United States governmental entities, United Nations and any international organization of which the United States is a member, certain posts or organizations of past or present members of the armed forces, and certain nonprofit organizations and Indian nations or tribes that have received New York State sales tax exempt organization status).* The tangible personal property will become an integral component part of such building, structure, or real property.

B. The tangible personal property is production machinery and equipment, and it will be incorporated into real property.

C. The tangible personal property will be used:

- in an Internet data center; or
- directly and predominantly in connection with telecommunications services for sale or Internet access services for sale; or
- directly and predominantly by a television or radio broadcaster in connection with producing or transmitting live or recorded programs.

D. The tangible personal property, including production machinery and equipment, is for installation in the above project and will remain tangible personal property after installation.

E. The tangible personal property will be used predominantly either in farm production or in a commercial horse boarding operation, or in both.

F. The machinery or equipment will be used directly and predominantly to control, prevent, or abate pollution or contaminants from manufacturing or industrial facilities.

Note: This certificate is not valid unless the purchaser completes the certification on page 2.

- G. The tangible personal property is residential solar energy systems equipment. (Note: Item G purchases are exempt from the 4% New York State tax rate and from the 3/8% MCTD rate. Item G purchases may be exempt from local taxes. See instructions.)
- H. The tangible personal property will be used directly and exclusively in adding to, altering, or improving a qualifying tenant's leased premises for use as commercial office space in Eligible Area A or B as described in TSB-M-05(12)S, *Tangible Personal Property Purchased for Leased Commercial Office Space in Lower Manhattan*, provided that the tangible personal property becomes an integral component part of the building in which the leased premises are located, and where such property is purchased during the first year of the qualifying tenant's lease and delivered to the leased premises no later than 90 days after the end of that first year.
- I. The tangible personal property is machinery or equipment used directly and predominantly in loading, unloading, and handling cargo at a qualified marine terminal facility in New York City. This exemption does **not** apply to the local tax in New York City.
- J. The services are for the project described in line 2 on page 1 and will be resold. (This includes trash removal services in connection with repair services to real property.)
- K. The trash removal service being performed for the project described is in connection with a capital improvement to the real property of an organization exempt under Tax Law section 1116(a).
- L. The services are to install, maintain, service, or repair tangible personal property used in an Internet data center, for telecommunication or Internet access services, or for radio or television broadcast production or transmission.
- M. The services are to install, maintain, service, or repair tangible personal property that will be used predominantly either in farm production or in a commercial horse boarding operation, or in both.
- N. The services are to install residential solar energy systems equipment.
- O. The services are to install tangible personal property purchased during the first year of the qualifying tenant's lease and delivered to the leased premises no later than 90 days after the end of that first year, that will be used directly and exclusively in adding to, altering, or improving a qualifying tenant's leased premises for use as commercial office space in Eligible Area A or B as described in TSB-M-05(12)S.

Caution: Contractors may **not** use this certificate to purchase services exempt unless the services are resold to customers in connection with a project. Construction equipment, tools, and supplies purchased or rented for use in completing a project but that do not become part of the finished project may not be purchased exempt from tax through the use of this certificate.

Certification: I certify that the above statements are true and complete, and I make these statements with the knowledge that willfully issuing a false or fraudulent certificate, with the intent to evade tax, is a misdemeanor under New York State Tax Law section 1817(m) and Penal Law section 210.45, punishable by a fine of up to \$10,000 for an individual or \$20,000 for a corporation. I also understand that the Tax Department is authorized to investigate the validity of exemptions claimed or the accuracy of any information entered on this form.

Type or print name and title of owner, partner, etc., of purchasing contractor	
Signature of owner, partner, etc.	Date prepared

Substantial penalties will result from misuse of this certificate.