



AUTOMATION DISTRIBUTION, INC.
SPECIALIZING IN MACHINE POWER AND CONTROL

To: Credit Dept., ADI
FAX# 215-997-9298

From:
FAX#:

Re: Credit Application / Request for Open Terms.

Thank you for allowing ADI to become your valued supplier. ADI will provide first class service to meet your automation needs. All new customers are required to complete our credit application. You may attach your standard documents and note "see attached" where applicable.

1. If applicable, a valid **State Sales Tax Exemption Certificate** is required with Credit application. This is necessary to process your application
2. Fax numbers for references make for credit application in timely manner.
3. Authorization to Release Information and Credit Application must contain customer signature for processing. All sections of Credit Application must be completed.

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize our bank (s) to release information necessary to assist in establishing a line of credit with ADI.

Signature _____
Title _____
Company _____
Email _____
Date _____

ADI

Credit Application and Agreement

Date: _____

Legal name of Company _____

Bill To: _____

Ship To: _____

Telephone # _____ Fax # _____

Tax Exemption # _____ **CERTIFICATE COPY REQUIRED**

State Resale # _____ **CERTIFICATE COPY REQUIRED**

County Resale # _____ **CERTIFICATE COPY REQUIRED**

Organizational Information

Has your business used other names during the past 10 years? Yes _____ No _____

If yes, explain _____

Partnership _____ Proprietorship _____ Corporation _____ Other _____

Yearly Sales _____ # Employees _____

Type of Business _____ Year Started _____

President, Owner, or Administrator _____

Treasurer/Controller _____

Are you a division or subsidiary of another co.? Please reference company name and address.

Bank Reference

Name _____ Account # _____

Address _____

Contact Name _____ Phone # _____ Fax # _____

Trade References

Name _____ Name _____

Address _____ Address _____

Phone _____ Fax _____ Phone _____ Fax _____

Name _____ Name _____

Address _____ Address _____

Phone _____ Fax _____ Phone _____ Fax _____

Please circle one:

A. All employees of applicant are authorized to charge on this account.

B. The following are authorized to charge on this account: _____

I certify that all information on this application is correct. ADI's terms are Net 30 days. I am in full agreement with the terms and conditions of ADI. ADI reserves the right to deactivate a customer account if the terms of this agreement by customer are not complied to.

This application must be signed by an authorized representative.

X _____ Title _____

Thank you for your cooperation. Please fax page 1 & 2 to the number referenced on the top of page 1.



ADI , Inc. Terms and Conditions of Sale.

Remit to: ADI, Inc.
30 S. Pine St.
Doylestown, PA 18901
Phone: (215) 489-7300
Fax: (215) 489-7820

Sales Office: ADI, Inc.
2398 North Penn Rd.
Hatfield, PA 19440
Phone: (215) 997-5595
Fax: (215) 997-9298

Terms: NET 30 DAYS

PAYMENTS

When making payments, please indicate the invoice number on your check. ADI will not apply payments toward an invoice without your specific instructions. Any payments that do not specifically indicate where all amounts are to be applied will be left as an unapplied payment on your account.

ADI does not recognize "Debit Memos". If you have a dispute on pricing, discount or a shipment problem, you should contact your Customer Service Representative. They will be happy to assist you in resolving any problems.

SHIPPING CHARGES

ADI charges an additional \$3 per lb., per line item, freight charge if shipment from SMC Japan is required.

FREIGHT ON DOMESTIC SHIPMENTS

All freight will be charged F.O.B. Hatfield, PA.

RETURNED GOODS

If you need to return product, you must obtain a Claim Number from your Customer Service Representative. The completed Claim Form, your PO# with Claim Number, must be included with the product, and the Claim Number must appear on the outside of your package. All returns must be freight prepaid. Please note, non-standard cylinders, custom manifolds, and other made-to-order products will not be considered for return.

If you are returning a product due to a mis-shipment, over-shipment or damage in transit, there is no restocking charge for the return. Otherwise, a 15% restocking fee plus the original cost of shipping. No returns will be accepted of used items!

Once the product has been received by ADI, a credit memo will be issued. You may deduct your credit from your next payment, please reference the credit memo number.

Exchanges

ADI will exchange any products purchased from our us. Please contact us for return/exchange information. Customer must pay for shipping both directions.

COPIES OF INVOICES, PROOF OF DELIVERY

Should you need to obtain a copy of an invoice or proof of delivery, please contact ADI.

CANCELLATION POLICY

STANDARD PRODUCT - On most standard products, your order may be canceled at any time prior to shipment. If it is too late for cancellation, it may be possible to return the product under the Return Goods Policy.

SPECIALTY PRODUCT - If ordering a product that requires assembly or machining or specialty product it may be canceled prior to production. However, if production has already begun, it is too late to cancel.