



# K/E Electric Supply Corporation

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Mt. Clemens, MI 48043  
Phone (586) 469-3005  
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35101 Schoolcraft Road  
Livonia, MI 48150  
Phone (734) 422-3005  
Fax (734) 422-3707

3450 Lapeer Road  
Port Huron, MI 48060  
Phone (810) 989-9000  
Fax (810) 989-9006

2155 Pless Drive  
Brighton, MI 48114  
Phone (810) 227-7005  
Fax (810) 227-7001

Date / /

## Billing Information

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Shipping Information (if different)

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

<b>Office Use</b>
- - -

Accounts Payable Contact _____	Phone _____	Fax _____	E-Mail _____
Sales Contact _____	Phone _____	Fax _____	E-Mail _____

## Bank Reference

Bank name and address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Account #: \_\_\_\_\_ Contact: \_\_\_\_\_

## Business Information

Type of business (please describe) \_\_\_\_\_ Business Started \_\_\_/\_\_\_/\_\_\_  
Business is: \_\_\_ Individual \_\_\_ Partnership \_\_\_ Corporation \_\_\_ Division \_\_\_ LLC

Name of Owner/Officer	Title	Social Security Number

Do you require a purchase order? Y/N  
Do you accept backorders? Y/N  
Are you taxable? Y/N  
Order acknowledgements faxed/emailed Y/N  
Invoices faxed/emailed Y/N  
Hard copy invoice mailed Y/N

Primary type of business \_\_\_\_\_  
Please attach tax exemption certificate  
Immediately/Nightly to \_\_\_\_\_  
Immediately/Nightly to \_\_\_\_\_

Please list at least four local trade references with whom you have an open account.

Trade Reference	Address	City	State	Phone	Fax

Signature \_\_\_\_\_ Title \_\_\_\_\_

## Statement of Credit Policy

K/E Electric Supply extends credit terms to our customers based on similar terms issued by the majority or our manufacturers. These terms are implemented to all open charge accounts and will be strictly adhered to:

**Invoices dated the 26th of a month through the 25th of the following month, are due net on the 10th of the following month. Invoices not paid by the 25th of the due month will be charged a 1-1/2% service charge on the 26th, and on each subsequent 26th until paid. This represents 18% per year.**

An account that exceeds its credit limit or becomes 60 days past due will be placed on HOLD or C.O.D. basis with the appropriate collection procedure taken.

Invoices will be mailed to our customers on a twice-weekly basis. Statements are issued and mailed to arrive by the 1st day of the month, following the month of purchase.

The policy on merchandise returned is: Stock merchandise in the original carton and condition may be returned in reasonable quantities, when the original invoice is presented. Returns of special orders are subject to our manufacturer's return policies.

### CREDIT CARD POLICY

Payment on account made by credit cards must be made for the amount due, on or before the 25<sup>th</sup> of the month in which it is due. If payment on account is made by credit card after the 25<sup>th</sup> a 1 1/2% Service Charge will be added to the credit card payment.

Thank you and best wishes for your continued success.

Signature \_\_\_\_\_

## K/E Electric Supply Personal Guaranty

This guaranty is given by the undersigned to seller, in order to induce and extend credit to, sell goods to, or otherwise become the creditor of, the above named corporation.

I hereby guaranty to seller, the prompt payment, in accordance with the terms of credit, of every claim of seller, including claims relating to goods sold, open accounts and accounts stated, on behalf of the above named corporation. This is a continuing guaranty and shall remain in force until revoked by the written consent of seller. This obligation shall cover the renewal of any claims guaranteed by those affected by any surrender or release by the seller of any security held by it for any claim hereby guaranteed.

The undersigned additionally guarantees the payment of interest at the maximum lawful rate on all monies outstanding to seller, by the above named corporation, together with costs and reasonable attorney fees whether suit be brought or not and any attorneys' fees on appeal, which seller may incur in the collection of any claims. Further, the undersigned hereby submits himself (or herself) to the jurisdiction of the courts of Michigan in the event suit is brought in connection with any claims by seller regarding the guaranty of payment, and agrees that venue shall be in the county where the seller has its principle place of business. It is understood and agreed by the undersigned that this personal guaranty shall remain in full force and effect regardless of whether the above named corporation files bankruptcy, becomes insolvent or is otherwise dissolved.

The guarantor signature below must be dated and witnessed and attests to their capacity to execute this guaranty.

In witness whereof,

I/We have signed, sealed, and delivered this guaranty for the purposes set forth above on this the \_\_\_\_ day of, \_\_\_\_\_, \_\_\_\_\_.

**Guarantor**

**Witness**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Home address

\_\_\_\_\_  
Drivers license # \_\_\_\_\_

\_\_\_\_\_  
Social Security # \_\_\_\_\_