

**S.U. & CO.**  
**632 ORCHARD CT**  
**ALGONQUIN, IL**  
**PH:847-845-8222**  
**FX:224-241-3409**

## VENDOR APPLICATION

Company:	President / Main Contact:
Address:	City, State, Zip
Phone:	Fax:
Years of Establishment:	Annual Sales:
Nature of Business? Please check appropriate description      Distributor      Dealer      Installer / Integrator	
How did you hear about S.U. & Co.?	
<div>Website      Trade Show      Referral      Magazine Ad      Other:</div>	

## Business Information:

Legal Company Name:	Date of Application:	
Billing Address:	Phone:	Fax:
City:	State:	Zip:
Shipping Address:      Check if same as billing address	Phone:	Fax:
City:	State:	Zip:
Social Security Number:	Federal Tax ID # / D&B#:	
Email Address:	Web Address (URL):	
Taxable:      Yes      No	Tax Exemption / Resale #:	

Please email a photocopy of your **Reseller's Permit (Illinois Only), Credit Card, and Driver's license** (Template on pg. 2).

Please email to  
**affordablesource@gmail.com**

## TERMS & CONDITIONS OF SALE

**Terms:** Standard payment terms are C.O.D. Money Order or PREPAID unless prior arrangements have been made. No orders will be shipped to past due accounts. Delinquent accounts will be subject to a 4% Per Month finance charge (0.1315% daily after past due) plus collection and legal costs if incurred. All shipping, handling, labor & service fees are non-refundable. \$35.00 fee will be applied to all returned checks.

**Orders and Cancellations:** Customer may place orders by telephone, fax or e-mail. Once the order is placed, customer is bound to this agreement. Order placed with the amount less than \$50 per shipment is subject to a \$10.00 handling fee. If any portion of the purchase shall be cancelled, customer shall pay S.U. & Co all cost already rendered to fulfill Buyer's initial commitment to Seller. This fee includes, but not limit to, the cost of any goods or services already in process, and a reasonable allowance for overhead and profit, and all shipping fees already incurred. Non-pickup COD packages, customer agrees to pay all shipping fees, plus 25% restocking fee. Special order or custom make products are not returnable. Discontinue, closeout, clearance sales are final, absolutely no return or exchange.

**Shipping:** UPS is the primary shipping method, unless specified otherwise. All freight charges, and appropriate handling charges (when applicable) will be added to the final invoice. Purchaser assumes full risk for the loss or damage in transit. For UPS or freight line shortages or damages, customer must contact the shipper and hold damaged goods for inspector. Most orders can be shipped within 24 hours. Orders including items not requiring additional configurations and/or testing must be placed before 2pm (Central Standard Time) to be shipped within the same business day. PC systems require a 24hr build/burn-in window before shipment. In no circumstance shall S.U. & Co have any liability for loss of use or for any incidental or consequential damages dues to change of delivery schedule.

**Product Warranty:** All products sold by S.U. & Co carries AT LEAST one (1) year manufacturer warranty. S.U. & Co has the sole responsibility for granting the equivalent product within such period from the date of purchase.

**Limitation of Liability:** Materials provided by S.U. & Co are for general information only; we are not responsible for any typographical errors. S.U. & Co reserves the right to make changes on specifications and prices to any product without prior notices. S.U. & Co reserves the right to discontinue any products without notice. Product warranty will be voided if the following losses or damages are identified:

1. Shipping or improper installation or maintenance.
2. Physical abuse, misuse, neglect or improper voltage supply, lightning damage, power line surge.
3. Any repair, modification, adjustment, or installation of option/parts by anyone other than S.U. & Co.

**Return Merchandise Authorization (RMA) policy:**

1. Please consult our technical support staff prior to requesting for a Return Merchandise Authorization. No returned merchandise will be accepted without a valid S.U. & Co RMA number.
2. RMA number is valid for 10 business days from the issued date.
3. All returned merchandise must be shipped back to our address within 14 days from the invoice date, enclosed with a copy of the invoice and RMA number clearly marked on the mailing label. Absolutely no refunds.
4. In order to obtain full credit refund, all items must be shipped back to S.U. & Co within two (2) weeks from the invoice date, in original condition. After two (2) weeks all returns are subject to a 25% restocking fee. After thirty (30) days buyer is allowed for merchandise exchange only. Items that have been installed will be subject to a 25% restocking fee only after the items have been inspected by an S.U. & Co employee.
5. The returned merchandise must be shipped back prepaid. All C.O.D. packages will not be accepted.
6. Any material not received in re-salable condition will not be credited and will be returned to the customer at the purchaser's expense.
7. No cross-shipment is allowed. RMA items will be repaired or replaced at S.U. & Co's discretion.

**Legal Costs:** The undersigned will agree that in the event it shall become necessary to file any action to enforce any of the terms of this contact, the unsuccessful party shall pay to the successful party all court costs, actual attorney's fees and all collection costs.

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CREDIT CARD AUTHORIZATIONS FORM

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Customer Name: \_\_\_\_\_

I, \_\_\_\_\_ HEREBY AUTHORIZE "S.U. & CO. TO CHARGE MY CREDIT CARD FOR THE PURCHASE OF ANY PRODUCTS AND SERVICES SUBMITTED BY "S.U. & CO" PLACED BY MYSELF, MY COMPANY, ITS PRINCIPALS, AND/OR ITS REPRESENTATIVES. THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND IS CONSIDERED CONFIDENTIAL. I ACCEPT THE TERMS AND CONDITIONS SET FORTH IN THE CORRESPONDING CREDIT CARD AGREEMENT AND THE "S.U. & CO " SALES POLICY.

CREDIT CARD TYPE (please mark one)

VISA

MASTER

AMEX

DISC

ACCOUNT NUMBER: \_\_\_\_\_

CARD IDENTIFICATION NUMBER (CID): \_\_\_\_\_

3 or 4 digit printed number, not embossed, on the back of the card after the printed card number.

CARDHOLDER NAME: \_\_\_\_\_

Exactly what appears on the card

EXPIRATION DATE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CREDIT CARD BILLING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

CARD HOLDER'S PHONE NUMBER: \_\_\_\_\_

CARD HOLDER'S FAX NUMBER: \_\_\_\_\_

CARD HOLDER'S SIGNATURE: \_\_\_\_\_

Please attach copies of front and back of Credit Card and Driver's License of Cardholder.

Payment Terms: In consideration of your supplying products on open account credit terms, it is understood this account is to be paid in full according to your term agreement. I agree that if I should fail to fulfill any of the obligations under the credit agreement, fail to comply with any payment terms, or in the event any check is dishonored by our (S.U. & CO) bank for any reason, or any trade / acceptance not to be paid when due, then the entire balance owing on this account will become due and immediately payable and all services charges legally applied to the indebtedness due.

Guarantee: I / We agree to bind myself / ourselves that I / we will personally guarantee payment of this account. The guarantor(s) hereby agree to pay all purchases within the payment terms of C.O.D. and to pay an added service charge of 1.5% per month on all delinquent invoices or portion thereof until paid (or the legal maximum allowed in the buyer's state). The guarantor(s) further agree that if the account is placed in the hands of an attorney for collection or collection agency due to a past due condition, the guarantor(s) hereby agree to pay all collection fees and / or attorney fees plus court costs (if applicable). These terms

and conditions shall be governed by and construed in accordance with the laws of Illinois.

The Undersigned hereby agrees to the above terms and conditions of sale and certifies that the information submitted is true and correct and the information furnished is a true and accurate statement of the financial condition of the company as of the undersigned date. The undersigned also authorizes the list of suppliers and banking references to respond fully when S.U. & CO contacts them in connection with this Application of Credit.

Date: _____	Authorized Signature: _____
	Tax ID# / D&B# / SS#: _____
Date: _____	Authorized Signature: _____
	Tax ID# / D&B# / SS#: _____