



# R. W. SIDLEY, INC.

## Credit Disclosure Policy

All purchases on a charge basis from R. W. Sidley, Inc. are subject to the following terms:

Invoices are due 30 days from the date of the invoice.

In addition to the standard 30 day terms, you can choose a special once a month due date option. All invoices for a given month will have the due date of the 20th day of the following month. Please indicate your preference for this once-a-month due date option by checking here:

Check if you would like to receive monthly statements in addition to the invoices.

All past due invoices are subject to a 2% per month interest charge, which is equivalent to an annual percentage rate of 24%. Interest will be calculated on any past due balance at the close of each month. In the event your account becomes past due for any reason you will be liable for any and all costs incurred by R. W. Sidley, Inc. to collect the debt.

## Job Numbering System

In order to provide a special job-accounting service for our customers and to help your job-by-job cost accounting, we have computerized all invoices to identify your job number on each invoice you receive for each purchase you make. Our computer will use your job number or we can assign a job number, whichever you prefer. Please indicate to our dispatcher which job numbering method you prefer at the time you place the order. (Either your job number or a number assigned by our dispatcher.)

Another option is to have one invoice with your various jobs listed on the same invoice.

If you require a purchase order number be assigned for each purchase, please indicate by checking the appropriate box. Your account will be flagged for the purchase order option. Each purchase order will be billed on a separate invoice.

I request that my account be set up for the special job numbering system. I will indicate to the dispatcher at the time of placing the order, if I wish to use my job number, or if I wish for Sidley's to assign the job number. I understand I will receive a separate invoice for each job number for the purchases made for the week being billed.

**OR**

I request that my account be set up for all jobs to print on one invoice for the purchases made in the week. I understand that I will receive one invoice for all jobs for a given week.

**OR**

I request that my account be set up to require purchase order numbers for each purchase. I understand that all sales tickets with the same purchase order number will be grouped together on one invoice for the purchases made in the week.

We thank you for the opportunity to serve you as a preferred customer.

The undersigned gives R. W. Sidley, Inc. authorization to make the necessary credit inquiries:

Signature: \_\_\_\_\_

*Please type or print:*

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

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_