



-- 223 Valley St - PO Box 1220 - Burlington, IA 52601 -- Ph 319.752.6307 -- Fx 319.752.8262 --

Thank you for choosing Barngrover Glass! Please fill out the enclosed Credit Information Update/Application for our records. Don't forget to include a sales tax exemption certificate, if applicable.

You may return your forms by fax, email, or U.S. Mail:

Fax – 319-752-8262

Email – [anne.ball@barngroverglass.com](mailto:anne.ball@barngroverglass.com)

U.S. Mail – Barngrover Glass, P.O. Box 1220, Burlington, IA 52601

Once approved, your account will be opened with Net 30 terms unless other arrangements have been made. An online payment option is available through Intuit Quickbooks Payments, but you *must* provide an email address to receive the Invoices and payment links.

As always, be assured that this information will be held in strict confidence. If you have any questions, don't hesitate to call my cell-phone at 319-572-7543.

Thank you!

A handwritten signature in blue ink that reads "Anne Ball".

Anne Ball  
Barngrover Glass  
Accounts Receivable  
[anne.ball@barngroverglass.com](mailto:anne.ball@barngroverglass.com)  
Office – 319-752-0581 ext 12



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**Credit Information - Update / Application**

Business Information

_____			
Legal Name of Business			
_____			
DBA or Trade Name			
_____		_____	_____
Physical Address		City	State Zip Code
_____		_____	_____
Mailing Address		City	State Zip Code
_____		_____	_____
_____		_____	
Phone No.		Fax No.	
_____			
Email [for Invoices and/or Sales Contact(s)] **required for online payment			
Receive Invoices By (please check one): <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax			
Legal Identification: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other _____			
_____		_____	
Federal Tax ID or S.S. No.		Date Business Started	
_____		_____	
Contact to Discuss Credit		Sales Contact	
_____		_____	
Estimated First Order?		Estimated Monthly or Yearly Volume?	
_____		_____	

Principals or Officers

Name & Title	Address	SSN
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Bank Information

_____	
Bank Name	Complete Mailing Address
_____	
_____	_____
Phone No.	Fax No.
_____	
_____	_____
Bank Representative	Account No.

# Trade References

## Reference #1

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Complete Mailing Address

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Phone No.

Fax No.

## Reference #2

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Complete Mailing Address

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Phone No.

Fax No.

## Reference #3

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Complete Mailing Address

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Phone No.

Fax No.

In consideration of Barngrover & Son Glass Co., Inc. extending credit to Applicant, Applicant agrees to pay for all items delivered to or at the request of Applicant by Barngrover & Son Glass Co., Inc. in accordance with terms and conditions, which may be modified from time to time, as set forth on the following "Terms & Conditions" page. Applicant agrees that notwithstanding any conflicting or additional terms set forth in its purchase orders or similar documents, each of the terms and conditions of sales stated on the Barngrover & Son Glass Co, Inc. apply to Applicant. Should it become necessary to place the account with a collection agency or an attorney, Applicant agrees to pay all collection costs and attorney fees in addition to all other sums due. Completion of this application in no way implies acceptance. Applicant authorizes Barngrover & Son Glass Co., Inc, to make credit inquiries and investigate any matters pertaining to its financial responsibility. If credit card information was given, Applicant hereby authorizes Barngrover & Son Glass Co, Inc, to debit the credit card number listed in this application.

**I CERTIFY ALL THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND CORRECT, AND AGREE TO THE ABOVE TERMS. (TO AVOID BEING CHARGED SALES TAX, PLEASE ATTACH A COPY OF YOUR RESALE CERTIFICATE.)**

Date

Signed - Authorized Representative Title

## Guaranty of Payment:

In consideration of Barngrover & Son Glass Co, Inc. selling certain services, goods, building supplies and materials to the above applicant (Hereinafter referred to as The Company, whether operation as a corporation, partnership, sole proprietorship, or any other business form), and extending credit to The Company, I/we, the undersigned, do hereby enter myself/ourselves as surety and do also hereby guarantee absolutely and unconditionally the payment by The Company of any and all sums which may become due. I/we also specifically promise and agree to assume and pay for all indebtedness that may come due by reason of Barngrover & Son Glass Co, Inc. selling certain services, goods, building supplies and materials to The Company and extending credit to The Company, whether by means of an open account or otherwise, I/we also agree that it shall not be necessary for Barngrover & Son Glass Co, Inc. to first exhaust its remedies against The Company before proceeding to collect from me/us.

Signature - Business Principal

Name (Please Print)

Social Security No.

Date

## Terms & Conditions

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1. PRICES: All prices are subject to price in effect at time of shipment. All price quotations are valid for 30 days unless otherwise specified.
2. TERMS: It is agreed payment to Barngrover & Son Glass Co, Inc. is due within 30 days following date of invoice unless otherwise specified.
3. SERVICE CHARGE OF 1.5 PERCENT per month (18% annum), or the maximum amount permitted by law, whichever is less added to all accounts after the expiration of terms granted.
4. Waivers of Lien: Full payment required prior to, or at the time of issuance.
5. The Applicant grants Barngrover & Son Glass Co, Inc permission to report information to proper persons and/or credit bureaus.
6. Stock items returned to seller for credit may be subject to a 25% re-stock fee. No credit allowed on special order items, non-stock items, other specialty merchandise, or on dirty, damaged or unusable merchandise.
7. This agreement and any amendments thereto, are subject to continuous credit approval. Any amendments to, or deviations from, this agreement supersedes all prior agreements, unless otherwise stated, and governs all purchases made by customer.
8. If customer issues purchase orders or other documents relating to any purchases, and any terms thereof conflict with the terms herein, the terms and conditions of this sales agreement shall govern.
9. Delivery of merchandise to the construction site constitutes delivery to customer, regardless of whether customer or his agent is at the site at time of delivery. Seller shall not be responsible for failure or delay in delivery. Customer waives any claim for damages arising by virtue of delay in delivery of material by seller, regardless of the cause of delay.
10. Default: Should any default be made in any of the terms hereunder, all amounts owed by customer shall become immediately due and payable. In the event the account is placed for collection, customer and guarantors agree to pay all expenses of collection to the extent permitted by law including, but not limited to reasonable attorney fees incurred by the seller.
11. The parties consent that any action between the parties to this sales agreement may be brought in any county where Barngrover & Son Glass Co, Inc conducts business at the option of Barngrover & Son Glass Co, Inc. This agreement shall be governed by and enforced in accordance with the laws of the State of Iowa.
12. All assignable manufacturers' warranties for any material sold by seller shall be assigned by seller to customer. All labor (and any material not covered by manufacturers' warranties) provided by seller is warranted to be free from improper workmanship and defective materials for a period of one (1) year from the date of installation or shipment whichever first occurs.
13. WARRANTIES: THERE ARE NO WARRANTIES MADE WITH RESPECT TO THE FURNISHING OF LABOR OR MATERIAL BY SELLER WHICH EXTEND BEYOND THE FACE HEREOF, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE AND THE IMPLIED WARRANTY OF MERCHANTABILITY.
14. This agreement shall apply to any purchases made by customer from any division, subsidiary, or affiliate of Barngrover & Son Glass Co, Inc whether now or hereafter existing.



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### **Bank Authorization**

To establish credit or update credit information, we authorize

(Bank Name) \_\_\_\_\_

To provide account balances, loan information, and other pertinent information to Barngrover & Son Glass Co, Inc.

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

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



This document is to be completed by a purchaser whenever claiming exemption from sales/use tax. Certificates are valid for up to three years. Seller: Keep this certificate in your files. Purchaser: Keep a copy of this certificate for your records. Do not send to the Iowa Department of Revenue.

Purchaser Name, Address, City, State, ZIP, General Nature of Business, Telephone Number

Seller Name, Address, City, State, ZIP

Purchaser is claiming exemption for the following reason:

- Purchaser is doing business as a:
Retailer
Retailer Car Dealer
Wholesaler
Manufacturer
Private Nonprofit Educational Institution
Governmental Agency including public schools
Qualifying Residential Care Facility
Non-Profit Museum
Other

- Resale
Leasing
Processing
Qualifying Farm Machinery/Equipment
Qualifying Industrial Machinery/Equipment
Qualifying Replacement Parts
Pollution Control Equipment
Research and Development Equipment
Direct Pay (permit no. required)
Other

Description of Purchase: Attach additional information if necessary. Under penalty of perjury, I swear or affirm that the information on this form is true and correct.

Signature of Purchaser: Title: Date: 31-014a (08/16/11)

Exemption Certificate Instructions

This exemption certificate is to be completed by the purchaser claiming exemption from tax and given to the seller. The seller must retain this certificate as proof that exemption has been properly claimed.

Exemptions:

Resale: Any person in the business of selling who is purchasing items to resell may claim this exemption. The purchaser can be acting as either a retailer or wholesaler and may not be required to have a sales tax permit.

Processing: Exempt purchases for processing include tangible personal property which by means of fabrication, compounding, manufacturing, or germination becomes an integral part of other tangible personal property ultimately sold at retail.

Qualifying Farm Machinery/Equipment: The item must be directly and primarily used in agricultural production; and must be one of the following:

- 1. a self-propelled implement such as a tractor
2. a grain dryer (heater and blower only)
3. an implement customarily drawn or attached to a self-propelled implement in the performance of its function, such as a plow
4. auxiliary equipment improving safety, performance, operation, or efficiency of items 1, 2, 3
5. tangible personal property that does not become a part of real property used directly and primarily in dairy and livestock operations
6. a replacement part for 1, 2, 3, 4, 5, 8, 9
7. baling wire, twine, wrapping, and other similar items used in agricultural, livestock, or dairy production
8. auger systems, curtains, curtain systems, drip systems, fans, and fan systems, shutters, inlets, shutter or inlet systems, and refrigerators used in livestock or dairy production, aquaculture production, or the production of flowering, ornamental, or vegetable plants.
9. snow blower, rear-mounted blade, or rotary cutter used in agricultural production, if attached to or towed by a self-propelled implement.

Qualifying Industrial Machinery/Equipment: This machinery or equipment must be:

- used by a manufacturer
directly and primarily used in processing tangible personal property or certain other research activities
certain replacement parts for the above; this does not include supplies

Qualifying Computers:

- sold to commercial enterprise, insurance company, or financial institution
certain replacement parts; this does not include supplies

Direct Pay: Businesses and individuals who pay their taxes directly to the Department rather than to the seller must enter their Direct Pay permit number in the space provided.

Private Nonprofit Educational Institutions: Purchases made by Iowa private nonprofit educational institutions used for educational purposes are exempt.

NOT EXEMPT from sales tax are purchases by most other private nonprofit organizations such as churches, fraternal organizations, clubs, etc., for use by those organizations.