



## INSTRUCTIONS FOR COMMERCIAL CREDIT APPLICATION

To Our Valued Customer;

Thank you for your interest in our products. Since we do not show your company as a current open account in our files, our commercial credit application is enclosed. Please fill out as much information as possible in order for your references to respond as quickly as possible.

Please use at least **4** references that you do a fair amount of credit business with (at least as much as you anticipate on doing with us). We will need the references, as Oztec is not a subscriber to Dun & Bradstreet. It is also very important that your tax-exempt number or resale number is included or a copy of the certificate sent to us.

Also note that processing time varies depending on the references. Most companies will only respond by fax (a few will only respond by Mail). On the average, processing time is from 1 to 3 business days.

You can also choose to pay by credit card – American Express, Discover, Visa, or MasterCard as well as by check in advance or C.O.D.

To pay by credit card, please provide the following information:

- Which credit or debit card
- Account numbers
- Expiration date
- 3-digit code on the back of the card. Example: 123456 123. Those last 3 would be the AVS code needed
- Credit card's COMPLETE billing address including the person or company's name shown on the card

Please note that there are No C.O.D. shipments outside of the 48 contiguous states. Also note that when you choose C.O.D. via a common carrier, the trucking company charges, on average, an additional \$50 to \$75 on top of a **non-discounted** freight charge. Couriers, such as UPS, usually charge an additional \$9.00 or more per C.O.D. tag.

Our standard credit terms are 2% 10 net 30 days from date of invoice. Normal freight terms are F.O.B. 11050 and payment is in USA currency only.

If your company already has a standardized credit form, you may send it (also please sign ours and return it as well). You may mail the form(s) or use our fax line, which is on 24 hours a day at (516)-883-7857. Once we receive your completed form, we will begin processing it immediately. If you have any questions, please fax us or contact us at 1(800)-533-9055 Monday through Friday 9am to 5pm Eastern Standard Time.

Thank you.

Credit Department

**OZTEC INDUSTRIES, INC.**  
65 CHANNEL DRIVE  
PORT WASHINGTON, NY U.S.A. 11050  
(516) 883-8857 / FAX (516) 883-7857

**COMMERCIAL CREDIT APPLICATION**

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

MAILING ADDRESS \_\_\_\_\_

SHIPPING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

RESALE/TAX EXEMPT# \_\_\_\_\_

PRESIDENT/OWNER \_\_\_\_\_ INC/PARTNERSHIP/SOLEPROPRIOTOR

TRADE REFERENCES \*\* PLEASE INCLUDE ACT & FAX NUMBERS WERE EVER POSSIBLE

REF: \_\_\_\_\_ PHONE \_\_\_\_\_

ADD \_\_\_\_\_ ACT# \_\_\_\_\_

CITY/ST \_\_\_\_\_ FAX# \_\_\_\_\_

REF \_\_\_\_\_ PHONE \_\_\_\_\_

ADD \_\_\_\_\_ ACT# \_\_\_\_\_

CITY/ST \_\_\_\_\_ FAX# \_\_\_\_\_

REF \_\_\_\_\_ PHONE \_\_\_\_\_

ADD \_\_\_\_\_ ACT# \_\_\_\_\_

CITY/ST \_\_\_\_\_ FAX# \_\_\_\_\_

REF \_\_\_\_\_ PHONE \_\_\_\_\_

ADD \_\_\_\_\_ ACT# \_\_\_\_\_

CITY/ST \_\_\_\_\_ FAX# \_\_\_\_\_

BANK: \_\_\_\_\_ PHONE \_\_\_\_\_

ADD \_\_\_\_\_ ACT# \_\_\_\_\_

CITY/ST \_\_\_\_\_ FAX# \_\_\_\_\_

THE UNDERSIGNED, BEING AUTHORIZED BY THE APPLICANT, AUTHORIZES THE ABOVE REFERENCES TO RELEASE CREDIT INFORMATION TO OSWALD/OZTEC INDUSTRIES INC. FOR THE PURPOSES OF OPENING A CREDIT ACCOUNT. THE APPLICANT AGREES TO HONOR TERMS OF 2% 10 NET 30 DAYS FROM DATE OF INVOICE PAYABLE IN U.S.A.CURRENCY ONLY.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

PLEASE PRINT NAME HERE \_\_\_\_\_