



MACHINERY, INCORPORATED

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TO: ALL CIA MACHINERY, INC. CUSTOMERS
Subject: OPEN ACCOUNT CREDIT POLICIES

As I am sure you will agree, doing business on open account credit terms greatly simplifies the transactions for all concerned. It is our desire, when and wherever possible, to extend to our customers open account privileges. For this reason, we are enclosing our standard credit policy letter and ask that you read, sign and return it to us at your earliest opportunity.

THE UNDERSIGNED AGREES TO PAY OR BEFORE THE DUE DATE ACCORDING TO THE TERMS OF SALE STATED ON EACH INVOICE.

NO TERMS OR CONDITONS OF PURCHASE ORDERS THAT ARE DIFFERENT FROM OUR TERMS OF SALES WILL BECOME A PART OF ANY CONTRACT UNLESS APPROVED IN WRITING.

OUR TERMS ARE: NO CASH DISCOUNTS. WITH APPROVED CREDIT, FIRST ORDERS WILL BE DUE NET ON RECEIPT OF INVOICE. WE ALLOW 10 DAYS FOR PAYMENT ON NET ON RECEIPT INVOICES. FOLLOWING ORDERS WILL BE DUE NET 30.

CUSTOMERS WHO HAVE INVOICES BEYOND 60 DAYS WILL AUTOMATICALLY BE PLACED ON COD STATUS.

Having an approved credit application on file for your company, together with remittances sent in compliance with our terms, will enable us to honor your future purchases on an open account basis.

We welcome you as a customer and sincerely hope that we may be of service to you again in the near future. Should you have any questions regarding the above information, please feel free to contact us.

Very truly yours,
CIA MACHINERY, INC.

Company Name

Printed Name

Authorized Signature

I have read and agree to the terms listed above.