



Thank you for expressing interest in establishing credit with A&R Concrete Products, LLC.

Enclosed you will find a customer policy statement, please familiarize yourself with it as it contains our term and conditions of sale.

Please complete this application in its entirety, making sure to include the home telephone numbers for the principles as well as the signed guarantees.

Missing information will result in the credit application being sent back to you, please note the application will only be sent back once, if you do not response or submit a second incomplete application credit will automatically be denied.

Please mail or email the application back to:  
A&R Concrete Products, LLC  
Attn: Michelle Donovan  
P O Box 372  
Salisbury Mills, NY 12577, or  
[mdonovan@arconcrete.com](mailto:mdonovan@arconcrete.com)

We look forward to working with you, should you have any questions or concerns please feel free to reach out any time, 845-562-0640.

Best Regards,



7 Ruscitti Road  
New Windsor, New York 12553  
www.arconcrete.com  
845-562-0640

### **CUSTOMER ORDER POLICY**

#### **ORDER ACCEPTANCE**

All orders are subject to acceptance by A&R Concrete Products, LLC. Please note that a deposit may be required. **A signed Contract and Approved shop drawings are needed prior to fabrication; we do not accept verbal approvals or releases.** After fabrication has started, the customer is liable for the cost if goods/services rendered.

*\*Please carefully check our sales proposal, shop drawings and data sheets to insure their accuracy\**

#### **DELIVERY & OFFLOADING**

Delivery tickets must be signed, and any defects/shortages must be noted on the delivery ticket in order to receive credit. If a delivery ticket is not signed and there is a problem with the material our office must be notified immediately. In certain circumstances delivery charges will be applied. A&R Concrete Products, LLC is not responsible for damages to products because of customer handling. A&R allows one hour for offloading, after one hour customer will be charged \$200.00/hour/truck.

#### **RETURNS**

Damaged items or custom-made items are not eligible for returns

Any stock items/structures that are returned and that can be restocked or resold will be charged 25% for restocking and handling (75% credit).

#### **SALES TAX**

Sales tax will be assessed on all invoices, unless we are given a properly executed sales tax exempt certification; tax ID numbers are not sufficient. Tax credit will not be issued after it is billed; if a job becomes exempt, tax will not be charged on future invoices.

#### **LIFTING DEVICES**

A deposit is required on all lifting devices picked up for customer use. A full credit will be issued upon their return, provided the hardware is returned undamaged. Cables **are not** returnable. In the event of damage, the customer will be responsible for the cost of the repair and/or replacement. If hardware is needed at the job site, a deposit check will be required for that item and will be refunded when the item is returned.

#### **TERMS OF SALE TO CREDIT CUSTOMERS**

Terms are net 30 days from date of delivery. Be advised contract prices are valid for a stipulated length of time as stated on the quote; after that they will be increased accordingly. A finance charge will apply if the balance is not paid within our terms stated above.

The above policy is agreed with and consented to:

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

Signature and Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



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**CREDIT APPLICATION**

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX# \_\_\_\_\_

EMAIL \_\_\_\_\_

YEAR ESTABLISHED \_\_\_\_\_ YEAR INCORPORATED \_\_\_\_\_

LINE OF CREDIT REQUESTED \_\_\_\_\_ FEDERAL I.D. # \_\_\_\_\_

ACCOUNTS PAYABLE CONTACT \_\_\_\_\_

ACCOUNTS PAYABLE EMAIL \_\_\_\_\_

**PRINCIPAL (S) INFORMATION**

PRINCIPAL \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME TELEPHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

PRINCIPAL \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME TELEPHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

**BANKING INFORMATION:**

BANK REFERENCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BANK TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

BANK ACCOUNT # \_\_\_\_\_ CONTACT \_\_\_\_\_

SIGNATURE AUTHORIZING BANK TO RELEASE INFORMATION ON THE ABOVE ACCOUNT:

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

**PROVIDE 4 CREDIT REFERENCES, SUPPLIERS ONLY**

1. COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

PERSON TO CONTACT \_\_\_\_\_

2. COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_



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TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

PERSON TO CONTACT \_\_\_\_\_

3. COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

PERSON TO CONTACT \_\_\_\_\_

4. COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

PERSON TO CONTACT \_\_\_\_\_

**CORPORATE OR COMPANY GUARANTEE**

*I/we certify that the above information is true and correct, and i/we agree to pay this account in accordance with your credit terms. I/we further agree to pay a 25% collection charge, in the event of default, in the account is placed with an attorney or bonded collection agency.*

Signed \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_ Position \_\_\_\_\_

*Note: if a partnership, all partners must sign. If a corporation, an authorized corporate officer must sign.*

**PERSONAL GUARANTEE FOR CORPORATE ACCOUNTS**

*In consideration for the credit extended to the above listed corporation, the undersigned hereby guarantees and agrees to be personally liable for all indebtedness incurred by the corporation. I/we further agree to pay 25% collection charge, in the event of default, if the account is placed with an attorney or bonded collection agency.*

Signed \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_ Position \_\_\_\_\_

*Note: on personal guarantee, do not put corporate title.*