



Matter Surfaces
179 Campanelli Parkway
Stoughton, MA 02072
mattersurfaces.com

Dear Customer,

We would like to thank you for choosing Matter Surfaces and sincerely appreciate your business.

Please find our Credit Application and Standard Open Account Agreement on the pages following. Please print, complete, sign and return the application via fax to 781-344-1656. After your application has been processed, we will contact you with your account information.

Sincerely,

Matter Surfaces



Credit Application

Please print, complete, sign and
return via fax to: 781-344-1656

BUSINESS INFORMATION

Business trade name:		_____Sole proprietorship	
Business legal name:		_____Partnership	
		_____Corporation	
Phone:		Fax:	
Business Address:			
City:	State:		ZIP Code:
Tax Exempt (circle): Yes No	Date business commenced:	Federal ID number:	

PROPRIETORSHIPS OR PARTNERSHIPS, PLEASE PROVIDE PRINCIPAL INFORMATION

1. Principal Name:		Social Security number:	
Address:		Phone:	
City:	State:	ZIP Code:	
2. Principal Name:		Social Security number:	
Address:		Phone:	
City:	State:	ZIP Code:	

CORPORATIONS, PLEASE PROVIDE OFFICER INFORMATION

President:		Phone:	
Address:	City:	State:	Zip Code:
Vice President:		Phone:	
Address:	City:	State:	Zip Code:
Secretary/Treasurer		Phone:	
Address:	City:	State:	Zip Code:

BANK INFORMATION

Bank name:		Branch:	
Street address:		Phone:	
City:	State:	ZIP Code:	
Type of account:	Account number(s):		

BUSINESS/TRADE REFERENCES

Company name:		Fax Only:	
Address:	City:	State:	Zip Code:
Company name:		Fax Only:	
Address:	City:	State:	Zip Code:
Company name:		Fax Only:	
Address:	City:	State:	Zip Code:

AGREEMENT

1. By signing below, you are agreeing to the terms and conditions outlined in the Standard Open Account Agreement. Credit information may be supplied via an attachment however, a signature must be provided to process the application. **The signature of a principal owner or corporate officer is required.**
2. In consideration of Matter Surfaces, its subsidiaries or affiliates, extending credit, I/we jointly and severally do personally guarantee unconditionally, at all times, to Matter Surfaces, its subsidiaries or affiliates, the payment of indebtedness or balance of indebtedness of the within named firm.

SIGNATURES - PRINCIPAL OWNER OR CORPORATE OFFICER

Signature:	Signature:
Title:	Title:
Date:	Date:



Standard Open Account Agreement

As a Matter Surfaces customer, and with your authorized signature on the Matter Surfaces credit application, you are agreeing to pay Matter Surfaces in full based on the terms and conditions of our credit agreement with you, which is, net thirty (30) days, unless otherwise specified in writing. In the event you fail to pay invoices within the terms of the credit agreement, and if the same is placed in the hand of a collection agency, you agree to pay all cost of collection up to and including reasonable attorney fees.

Your signature authorizes any person or credit-reporting agency to furnish Matter Surfaces with credit information pertaining to your business or organization.

Sales Tax:

All resellers must attach a valid reseller certificate. Without a valid tax exempt certificate on file, Sales Tax will be charged and not refunded.

Returned goods Policy:

Requests for all returns of merchandise must be made to our Credit & Return Department. All returned goods will be assessed a 30% restocking charge and freight must be pre-paid. Returns can be made up to 30 days after the original ship date. Please contact our Credit & Return Department at 800-628-7462 for a Return Materials Authorization (RMA). Items returned without authorization or by collect freight will be refused. Items produced to customer specification, custom cuts, specialty items, logos, discontinued items, seconds, obsolete and used products cannot be returned.

Cancellations:

Orders may be cancelled within 24 hours of order placement. Custom orders cannot be cancelled once the manufacturing process has commenced. Stock items cancelled after shipping will be subject to a 30% restocking fee and any applicable freight charges.

Damaged Goods and Shortages:

All orders should be counted and inspected prior to acceptance. Any damages or shortages must be documented on the POD (Proof of Delivery). In accordance with ICC regulations, the consignee is responsible for filing claims with the freight carrier. Contact the carrier immediately to file a claim and schedule an inspection. Keep your original packaging and photograph the damaged goods whenever possible.

Warranty:

Product warranties are available on the Matter Surfaces web site at www.mattersurfaces.com.