

THANK YOU FOR REQUESTING
BERRIDGE MANUFACTURING COMPANY
CREDIT APPLICATION

Our Credit Application is 2 pages in length. Please make sure you have received **both** pages.

Please use the following checklist to determine that your application is complete. Since we do not process applications with incomplete or missing data, your order will be delayed until we receive a correctly completed and signed application.

- ✓ Have you signed **page 1 AND page 2** of the application?
- ✓ Have you provided 4 credit references?
- ✓ Have you provided a bank reference?
- ✓ Have you indicated a desired credit limit? **If you are requesting more than a \$20,000 line of credit, you must include your most current year end financial statement with your application.**
- ✓ If a manufacturer's watertightness warranty is needed, please submit your most current year end financials. **Pending material orders cannot be approved until financials are reviewed.**

What is the credit application procedure?

Once your properly completed Credit Application is received in San Antonio, your references are contacted and asked to provide us with your payment history, high credit balance, etc. After all information is received, your application is reviewed by the Credit Manager. Please double check your application. If we have to contact you for missing information the processing will be delayed.

How long does it take to open a credit account?

The credit investigation process starts promptly after the completed application has been received. After all references have responded and any additional information requested from the customer has been provided and information from reporting agencies such as Dun & Bradstreet is complete, it may take up to two days to evaluate your application.

Is there any way that the order can be started while my application is being processed?

Yes, as a normal practice, we can establish an account with "Prepaid" terms. An order can be placed with these; however, you must "prepay" (pay in advance) before work can begin on the order. Once a credit account is established, all future orders may be placed on your credit account. If you choose to wait for credit terms to be established, then the order will be held until your credit has been approved.

What are Berridge's standard terms?

All of our credit accounts are "Net 30" with Job Data – payment is due 30 days from the invoice date. Invoices are dated the day material is shipped.

Do you offer discounts?

We do not offer any payment discounts.

Are there any additional terms I might expect to see?

Yes, depending on the size of the order and your credit history with us, you might also be asked to establish a "Joint Check" payment agreement between Berridge Manufacturing Company, yourself, and the General Contractor. Note that the General Contractor must complete a Credit Application and be approved in order to utilize the Joint Payment arrangement. Joint check agreements are not available to prepay accounts.

What is a Joint Check payment arrangement?

A joint check payment arrangement provides that the General Contractor will make payments to both you, our customer, and to Berridge Manufacturing Company. After proper endorsement by our customer, the joint check will then be sent to Berridge Manufacturing Company and applied to the appropriate invoice(s) on your account.

Who can I contact if I have any questions?

As you might expect, many individuals can become involved in the establishment of an account and in the day-to-day processing of transactions on your account. Below are the primary contacts for the Credit Department:

- Credit Manager: Byron Simpson, bsimpson@berridge.com
- Credit Assistant: Kalley Waldron, kwaldron@berridge.com
- Credit Assistant: Maureen Wilkins, mwilkins@berridge.com

Berridge Manufacturing Company
6515 Fratt Road
San Antonio, TX 78218

Phone: (210) 650-3050
Toll Free: (800) 669-0009
Fax: (210) 590-4105