



Phone: (718) 768-7000 • Fax: (718) 689-1392

744 Clinton Street
Brooklyn NY 11231

Out of NYC: (800) 605-BULB

NEW CUSTOMER APPLICATION

Date: _____

Sales Rep: _____

Please complete in full, sign, and return. You can fax to 718.689.1392 or mail the original application to the above address. All information will be held in the strictest confidence and used solely for reference purposes within our credit department. The amount to which this application is completed will assist us in determining the extent of your line of credit. If you need additional space, attach a sheet and answer in full. Thank you.

1. Contact Information

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail: _____ Fax: _____

Sales Contact:

Name: _____ Phone: _____ Fax: _____ Email: _____

Accounts Payable Contact:

Name: _____ Phone: _____ Fax: _____ Email: _____

2. Principals

Owner/Officer's Name: _____ Title: _____ % Of Ownership: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Social Security Number: _____

Owner/Officer's Name: _____ Title: _____ % Of Ownership: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Social Security Number: _____

3. Business Information

Date Established: _____ (If less then 2 years financial statement required)

Type of Business: _____ Resale Certificate Number: _____

Type of Organization: CORPORATION PARTNERSHIP INDIVIDUAL OWNER LLC

If Incorporated; Under State Law Of: _____ Date Incorporated: _____ Federal ID #: _____

Business Premises Are: RENTED OWNED If owned is the building an asset of firm? YES NO

Has the firm or any of its principals ever filed, or been forced to file bankruptcy protection?

YES NO If Yes Explain: _____

TERMS & CONDITIONS OF SALE

OPEN ACCOUNT

New accounts are subject to approval. For credit applications, customers should submit a Sunlite credit application, and allow two weeks for processing. We will notify you accordingly.

PAYMENT TERMS

Net 30 days subject to credit approval. All past due invoices are subject to a 2.5% interest charge per month the invoice remains unpaid. C.O.D. A check must be presented to the courier upon delivery of all C.O.D. shipments. All C.O.D. fees are the responsibility of the customer. Drop shipment service is not available on C.O.D. orders.

ORDER PROCESSING

Our goal is to process your order in the most efficient way possible and to ship the same day. You can place an order via phone (800.605.BULB or N.Y.C. Customers 718.768.7000), email (sales@sunlite.com), or fax (New York 718.768.0970 or Florida 954.316.6019).

Our operating hours are Monday - Thursday 8:00 am - 6:00 pm and Friday 8:00 am - 3:00 pm EST.

Orders will ship the SAME DAY if placed before cut-off times.

<i>ORDER CUT OFF TIME</i>	
Shipment Type	
Small Parcel Couriers Ground	3:30 pm EST
Small Parcel Couriers Express	2:00 pm EST
Local Trucks	4:45 pm EST
LTL Freight	12:30 pm EST

MINIMUM ORDER

There is a \$100 minimum order. Orders under \$100 will be charged a \$10 small order charge.

ADDING TO AN ORDER

We will do our best to add to an existing order. However, if it's not possible, we will treat it as a new order and must comply with all terms of a new order.

BACKORDERS

All backorders will be shipped as soon as possible. If the customer has a "NO BACKORDER POLICY," it must be communicated at the time the order is placed. If the original order is subject to freight allowance, and the backorder falls below minimum freight allowed, the back order shipment may be subject to freight charges.

CANCELING AN ORDER

We will try to comply with your request to cancel an order. However, we can't be responsible for cancellations. Canceling an order may be subject to a restocking charge, depending on the status of the order in our system.

SHIPPING & DROP-SHIP

We provide convenient FREE delivery in local N.Y. Tri-State area. Make sure you check with our Customer Service department to see if your business falls within the local delivery area and if your order amount reaches the minimum level. A service charge will be applied to shipments delivered to a destination other than the customer's physical location for orders less than \$300. Any damages or additional standard fees (e.g. handling charge, re-delivery charge, etc...), are at the sole responsibility of the ordering customer.

FREIGHT

All shipments are FOB Brooklyn, NY. Full freight is allowed on orders totaling \$1,300.00 or more for product delivering east of the Mississippi, and \$1,500.00 for orders delivering west of the Mississippi. * Freight charges which were originally allowed, may be added to an outstanding invoice that is not paid within its allowed terms (usually 30 days). The freight allowance EXCLUDES any oversized boxes that are greater than four feet (i.e. 5ft. fluorescent lamps, fixtures, etc...).

* Freight allowed policy only applies to orders sold at STANDARD DISTRIBUTOR NET pricing. Any discounted orders will void any freight allowed. Any exceptions will be at the sole discretion of Sunshine Lighting.

Handling Fees: For all FedEx, UPS, USPS and other express services shipped on customer's account or 3rd party accounts, each order is subject to as much as a \$6.50 handling charge per box based on dimensional weight.

PACKAGING

All packages are packed with great care using the best packing methods available. If damages occur in transit, "DO NOT REFUSE THE SHIPMENT." It will cause unnecessary shipping expenses and delays in your order. File a claim with the courier for the loss or damage. The courier is responsible for breakage during transit. We will try to assist you in collecting your claims for loss or damage.

RETURNS

All damages or shortages must be reported within 24 hours of delivery. Returns will not be accepted without a written RMA (Return merchandise authorization).

No returns will be allowed for Special Orders, Non-Stocked MTO (made to order). All merchandise is to be returned in the original packaging and is in excellent condition for resale. Credits will be issued once we complete an inspection of returned merchandise.

Defective non-LED items will be replaced up to 6 months from the time of purchase, and a valid purchase order or number to reference

Sunshine Lighting reserves the right to refuse non-confirmed RMA's.

Restocking fees & Timeframe

15% - 25% restocking fee may apply for returns within 30 days, depending on the condition of the merchandise. Restocking fees do not include truck pick-up.

30% - 40% restocking fee will apply for returns after 30 days. Restocking fee does not include truck pick-up.

No returns after 60 days without authorization from Management, there will also be up to a 50% restocking fee.

PRICES

Prices are subject to change without any notice.

SPECIFICATIONS

Due to the rapid advancement of LED technology, specifications, and product images are subject to change without notice.

PRODUCT & DESCRIPTIONS

We are not responsible for any typographical errors.

SIZES & MEASUREMENTS

All sizes and measurements are in inches, except where specified. Actual product sizes may vary.

I have completely and correctly answered all questions on this application and agree to all terms set out:

NAME / TITLE / COMPANY NAME DATE

SIGNATURE

Thank you for choosing **Sunshine Lighting** as a source for your supplies.

CREDIT APPLICATION

Date: _____

Business Name: _____ **Account Number:** _____

Please complete in full, sign, and return. You can fax to 718.689.1392 or mail the original application to the above address. All information will be held in the strictest confidence and used solely for reference purposes within our credit department. The amount to which this application is completed will assist us in determining the extent of your line of credit. If you need additional space, attach a sheet and answer in full. Thank you.

1. Trade References:

1 Name: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ Contact: _____

2 Name: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ Contact: _____

3 Name: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ Contact: _____

2. Credit Request

Amount of credit requested: \$ _____

Does the firm applying for credit do business under any other name? YES NO

List Name(s): _____

3. Bank Reference:

Bank Name: _____ Account Name: _____

Bank Address: _____ Account Officer: _____

Bank Telephone: _____ Account Number: _____

By signing below, I hereby authorize the bank to release any account information to Lighting & Supplies DBA Sunshine Lighting for the purpose of making credit I have completely and correctly answered all questions on this application and agree to all terms set out:

NAME / TITLE / COMPANY NAME

DATE

SIGNATURE

Thank you for choosing **Sunshine Lighting** as a source for your supplies.

----- FOR OFFICE USE -----

APPROVED BY

LINE OF CREDIT

DATE