

# Aspen Manufacturing New Distributor Packet

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373 Atascocita Road Humble Texas 77396  
Phone: (800)423-9007 Fax: (281)441-6510  
[www.aspenfmg.com](http://www.aspenfmg.com)



## ASPEN MANUFACTURING TERMS AND CONDITIONS

**APPLICABILITY:** These terms and conditions ("Terms") apply to all sales of products by Aspen Manufacturing ("Aspen") and the performance of any services by Aspen to the buyer designated in the attached quotation or order confirmation. No other terms apply, and all other terms included in any documents provided by buyer (or otherwise alleged by buyer to apply) are expressly rejected. If these Terms are included in an order confirmation, then such confirmation is not an acceptance of buyer's terms but is a counteroffer expressly conditioned on acceptance of these Terms without additional or conflicting terms. Any modification or waiver of any of these Terms must be in writing signed by the parties.

**PAYMENT TERMS:** Payment terms are 1% 10 days, net 30 days from invoice date. A finance charge of 1-1/2% or the maximum allowed by law will be assessed on all past due amounts. All orders are subject to a minimum \$20 billing. All orders payable in US funds.

**FREIGHT TERMS:** All shipments of merchandise are F.O.B. Humble TX. Orders for \$15,000 or more of merchandise will be shipped freight prepaid to any one destination in the continental U.S. or Canada. Orders for less than \$15,000 of merchandise will be shipped freight prepaid and added to invoice. "Will Call" orders will not be assessed freight charges, regardless of size.

**FREIGHT CHARGES:** All accessorial charges assessed by the freight company, including drop charges, detention charges, lift gate charges, etc., will be passed on to the buyer.

**DROP SHIPMENTS:** There is a three-drop limit per truckload, with a 50-unit minimum per drop.

**POOLING ORDERS:** For the purposes of determining freight charges, each purchase order will be evaluated individually. Pooling of orders, whether from the same customer or different customers, in order to qualify for prepaid freight will not be allowed. Aspen will group orders together whenever possible in order to minimize freight charges. Doing so will not incur future obligation.

**METHOD OF SHIPMENT:** The method of shipment is at the discretion of Aspen. If special routing is requested, Aspen will charge for the difference between such routing and normal minimum freight charge to such point.

**BUYER DELAYED DELIVERIES:** Product shipment cannot be delayed beyond a requested or agreed to delivery date once production has begun. If buyer cannot or will not accept delivery as scheduled, Aspen will charge a storage fee of \$75.00 per day for each truckload or partial truckload that remains in Aspen's shipping facility. Buyer agrees to promptly direct such merchandise to be shipped to a secondary location if possible in order to minimize such charges.

**BACKORDERS:** Backorders will be shipped according to the freight terms of the original order.

**WARRANTY:** Aspen warrants all merchandise in accordance with its standard product warranties, copies of which are available on request. Aspen's warranty varies according to product. Buyer should consult the warranty documents relevant to the products he is purchasing. ALL OTHER WARRANTIES ARE EXPRESSLY DISCLAIMED.

**ORDER AND LINE ITEM MINIMUMS:** The minimum order quantity is fifty units. The minimum line item quantity is ten.

**RECEIPT OF SHIPMENT:** Risk of loss of merchandise sold by Aspen transfers to buyer when Aspen tenders such merchandise to the carrier for delivery to buyer or its designee. Aspen's Bill of Lading is acknowledgment by the freight carrier that they have accepted the shipment in good condition. Responsibility for shipment is the carrier's. Damaged merchandise must be reported to the carrier directly by the buyer. The buyer should insist that such damages are itemized on the freight bill. Deductions for damage will not be allowed because Aspen's responsibility ends with consignment to the carrier. If there are shortages, they should be noted on the freight bill and the carrier should be notified immediately. Aspen must receive notification of shortages within 24 hours of receipt of shipment.

**RETURN POLICY:** No merchandise will be accepted for return unless accompanied by a preauthorized Aspen return authorization tag. Credits for new material accepted for return will be at the original sales price or current market price, whichever is lower, less handling and restocking charges of 20%. Buyer must prepay all return transportation charges. No goods will be accepted for return more than six months after shipment unless under warranty. Obsolete products or products made to special order are not returnable.

**ORDER ACCEPTANCE:** All orders must be in writing and are subject to acceptance by Aspen. A purchase order number must appear on all orders. No agent, salesman, or other representative, has any authority to waive, alter, or enlarge these standard terms, unless authorized in writing by an officer of Aspen.

**CHANGE ORDERS:** Change orders cannot be accepted during the order freeze period. The length of this period is usually two weeks, but may vary. For current status of the freeze period contact your Aspen representative. Quantity increases and line item additions will usually be acceptable.

**ORDER CANCELLATION:** Notice of partial or total cancellations of orders by the buyer must be received by Aspen in writing in advance of the start of production. No partial or total cancellations will be effective after production starts, unless agreed by Aspen in writing.

**CREDIT APPROVAL:** If, during the performance hereof, the financial responsibility of buyer is determined at the sole discretion of Aspen's Credit Department to be unacceptable or if buyer fails to make any payments in accordance with the terms hereof, Aspen may defer or decline to make any shipments hereunder except upon receipt of Cash payments in advance, or Aspen may terminate this order without further obligation of Aspen to buyer.

**TAXES:** Any direct or excise tax which may now or hereafter be imposed by federal or state government or any subdivision thereof or other governmental authority upon the manufacture, sale, or delivery of the goods covered by this order may be added by Aspen to the purchase price of such goods, and if so added, shall be paid by the buyer.

**CREDITS:** Accounting credits expire one year from date of issuance. Credits can only be applied toward the purchase of Aspen equipment (not parts). Cash reimbursement for credits in lieu of equipment purchases is not allowed.

**DELIVERY DATES:** Any delivery dates, which may be indicated, are estimates only and are not guaranteed.

Buyer's requested delivery date is considered to be approximate and subject to Aspen's acceptance.

**PROPERTY DAMAGE:** In case of product failure resulting in property damage, the factory should be contacted as soon as possible. No corrective action should be taken without prior written authorization from the factory.

**PRODUCT CHANGES:** Aspen reserves the right to change specifications, design and material in the interest of product improvement, without incurring obligation to the buyer.

**FORCE MAJEURE:** Aspen is not liable for delays or defaults in performance when due to acts of God, including fire, floods, wind, storm, labor disorders, strikes, work stoppages or other labor trouble, accidents, riots, civil commotion, terrorist acts or threats, closing of the public highways, and other contingencies beyond the reasonable control of Aspen.

**GOVERNING LAW:** These Terms and all sales of products by Aspen and the performance of any services by Aspen to the buyer, and any disputes arising in connection therewith, are governed by the laws of the state of Texas, excluding its conflicts of laws provisions, and the parties submit to exclusive jurisdiction in the federal or state courts located in Harris County, Texas, for resolution of all such disputes, and agree that venue is proper and convenient in such forum. These Terms shall not be governed by the United Nations Convention of Contracts for the International Sale of Goods, the application of which is expressly excluded.

**LIMITATIONS:** IN NO EVENT SHALL ASPEN BE LIABLE TO BUYER OR ITS AFFILIATES OR CUSTOMERS FOR INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE, OR CONSEQUENTIAL DAMAGES, SUCH AS LOST PROFITS AND LOST BUSINESS OPPORTUNITIES, EVEN IF SUCH DAMAGES WERE REASONABLY FORESEEABLE AND EVEN IF NOTICE WAS GIVEN OF THE POSSIBILITY OF SUCH DAMAGES.

**Credit Application  
Aspen Manufacturing**

\_\_\_\_\_  
COMPANY (PLEASE PRINT FULL NAME)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE NO. SALES TAX CERTIFICATE NO. (INCLUDE COPY) D & B LISTING

**Credit References.** All information must be complete.

\_\_\_\_\_  
**BANK (FULL NAME)** ACCOUNT NO. ( ) ( )  
PHONE NO. FAX NO.

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
**VENDOR (FULL NAME)** ( ) ( )  
PHONE NO. FAX NO.

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
**VENDOR (FULL NAME)** ( ) ( )  
PHONE NO. FAX NO.

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
**VENDOR (FULL NAME)** ( ) ( )  
PHONE NO. FAX NO.

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

The above information is submitted for consideration as a basis for the extension of credit by Aspen Manufacturing, Inc. I hereby grant permission to verify all information as written.

"I/we" understand that if this application is approved, credit terms will be 1%-10 days; net 30 days. Should it be necessary to place my/our account for collection, I agree to pay any and all collection costs and /or attorney fees. I/we also understand that a service fee of 1-1/2% per month (18% per annum) will be applied to any outstanding indebtedness on amounts over (30) days." If it is necessary to litigate over any amounts owed then I/we agree that we will also be responsible for your court costs and filing fees.

\_\_\_\_\_  
SIGNATURE TITLE / /  
DATE

**Sales Tax Exemption Certificate**

**Aspen Manufacturing**

373 Atascocita Road

Humble, Texas 77396

Phone (281) 441.6500

Fax (281) 441.6510

**Please fax completed form to the administrative office: (281) 441-6510**

Dear Valued Customer:

To process your request for a line of credit with our company, we need to have a tax exemption certificate on file. Please complete this form and fax it to the number above as soon as possible. Thank you.

Sincerely,  
Accounts Receivable Department

**SALES TAX EXEMPTION CERTIFICATE**

This document is to be completed by a purchaser whenever claiming exemption from sales tax/use tax. Seller: Keep this certificate for your files. Purchaser: Keep a copy of this certificate for your records. Do not send this to the Department of Revenue.

Company Name _____
Address _____
City _____ State ____ Zip _____
General nature of business _____
_____

Seller Name <u>Aspen Manufacturing</u>
Address <u>373 Atascocota Road</u>
City <u>Humble</u> State <u>Texas</u> Zip <u>77396</u>

Purchaser is claiming exemption for the following reason:

Resale     Leasing     Processing

Qualifying farm machinery/equipment

Qualifying industrial machinery/equipment

Qualifying replacement parts

Qualifying computer     Pollution control equipment

Recycling equipment

Research and Development equipment

Direct pay (permit #) \_\_\_\_\_

Other: \_\_\_\_\_

Purchaser is doing business as a:

Retailer (Sales Tax Permit #) \_\_\_\_\_

Wholesaler     Farmer     Lessor

Manufacturer     Non-profit Hospital

Private non-profit educational institution

Governmental Agency (including public schools)

Qualifying residential care facility

Non-profit museum     Other

Description of purchase (attach additional information if necessary): \_\_\_\_\_

Under penalty of perjury, I swear that the information on this form is true and correct.

Signature of purchaser \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Distributor Contact List

COMPANY NAME: \_\_\_\_\_

PURCHASING CONTACT: \_\_\_\_\_  
NAME EMAIL

SHIPPING CONTACT: \_\_\_\_\_  
NAME EMAIL

BILLING CONTACT: \_\_\_\_\_  
NAME EMAIL

MARKETING CONTACT: \_\_\_\_\_  
NAME EMAIL

**Please return the completed list to Dee Manahan at [deeann@aspenmfg.com](mailto:deeann@aspenmfg.com)  
or fax 281-441-6510.**

This will enable us to better serve you throughout the production and shipping processes.