

211 Carter Drive, Suite B
West Chester, PA 19382
Phone: 610-429-8266
Fax: 610-429-8277
accounting@kellyindustrial.com



The Name in Fasteners
Industrial • OEM
Fleet • Marine
www.kellyindustrial.com

Thank you for your interest in Kelly Industrial Supply, Inc. Please provide the following information requested below:

COMPANY: _____

CUSTOMER NAME: _____

"BILL TO" ADDRESS: _____

PHONE #: _____ **FAX #:** _____

"SHIP TO" ADDRESS: _____

COMPANY WEBSITE: _____

TYPE OF BUSINESS: _____

ACCOUNTS PAYABLE CONTACT: _____

PHONE #: _____ **FAX #:** _____

A/P EMAIL: _____

INVOICES *(Please circle one)*

EMAIL US MAIL

STATEMENTS *(Please circle one)*

EMAIL US MAIL

PO REQUIRED *(Please circle one)*

YES NO

BACKORDERS ALLOWED *(Please circle one)*

YES NO

TAX EXEMPT *(Please circle one)*

YES NO

SALES REP: _____

SELECT TERMS *(Please circle one)*

OPEN TERMS* CREDIT CARD**

**See Open Terms section below*

***See Credit Card section below*

***OPEN TERMS**

Amount of Credit Applying for: _____

****CREDIT CARDS**

Type of Card (Visa, Mastercard, Discover, or American Express): _____

Name as it Appears on Card: _____

Card #: _____

Security Code (3 or 4 Digits on Back): _____ Expiration Date: _____

ORDER NEEDED BY: _____

How did you hear about Kelly Industrial Supply, Inc.? _____

CUSTOMER BANKING INFORMATION

NAME OF BANK _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____ PHONE # _____

TRADE REFERENCES

EMAIL ADDRESSES / CONTACT NAMES MUST BE INCLUDED TO PROCESS CREDIT APPLICATION

COMPANY _____ A/P CONTACT: _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ EMAIL _____

COMPANY _____ A/P CONTACT: _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ EMAIL _____

COMPANY _____ A/P CONTACT: _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ EMAIL _____

2% 10 NET 30

OUR TERMS OF SALE ARE 2% 10 DAYS, NET 30 DAYS.

It is our company's policy to place accounts with balances over sixty (60) days from date of invoice on a C.O.D. basis.

SIGNATURE _____ DATE _____

MUST HAVE A SIGNATURE IN ORDER TO PROCESS. Thank you.

TERMS AND CONDITIONS OF SALE

(Revised 6/30/2022)

The terms and conditions of this document shall constitute the entire agreement for the purchase and sale of the products to the purchaser.

Discount Terms: 2% 10 Days with Net Payment Due within 30 Days – If credit has not been established, orders will be shipped C.O.D. Discounts are not applicable if paying by credit card. Any new orders or back-orders will be held without shipment if there are unpaid invoices in excess of **sixty (60)** days, or if authorized credit limit is exceeded. A finance charge of 1% applies to unpaid invoices beyond thirty days.

Returned Checks – A \$30 fee will be charged for checks returned due to insufficient funds.

Prices – Prices are subject to change without an advanced notice. All items will be invoiced at the catalog price less the applicable discounts. Prices apply for full box quantities only.

Quotations – Written price quotation remain in effect for **fifteen (15) days** from the time of quotation unless otherwise stated in writing.

Returns – **There is a 30 day return policy. No returns will be accepted after thirty days and no credit will be issued. All kits and custom assortments, including hose assemblies, are non-returnable. The return of obsolete, discontinued, or modified parts will not be accepted. All non-stock items are sold on a non-cancellable basis and are not returnable. No returns will be accepted C.O.D. and no merchandise can be returned without a Return Authorization Number.** Returns will not be accepted unless prior arrangements have been made and a return authorization has been issued by Customer Service. All material must be returned in its original packaging. Returns are subject to a 25% restocking fee plus all freight costs. Any unauthorized return will be refused at our receiving docks, and returns will be handled on a credit basis only. **All goods returned to and accepted by Kelly Industrial Supply, Inc. as defective or incorrect, shall be replaced or credited in full. All credit memos expire sixty (60) days from the date issued.**

Claims and Damages – All damages and shortages must be reported to us within **five (5) days** after receipt of merchandise. If goods are damaged in transit or shortage received, notification should be made directly with carriers. Before reporting shortages, please check to make sure packing slip indicated shorted items have been shown being shipped.

Special Orders and Orders for Non-Stocking Product – All non-stock items or special orders must be ordered via a signed purchase order from the customer. The customer is liable for the entire order quantity and any additional in-bound freight charges.

Owned or Loaned Equipment – Any and all equipment including crimp machines, bins, and cabinets, provided by Kelly Industrial Supply, Inc. at no cost to the customer, unless otherwise noted, remains the property of Kelly Industrial Supply, Inc. and is to be used in conjunction with Kelly Industrial Supply, Inc. products only. Kelly Industrial Supply, Inc. owned or loaned equipment may not be removed, transferred, or altered in any way except by, or under the supervision of, an authorized Kelly Industrial Supply, Inc. representative. Contact our Customer Service department or your Sales Representative to purchase any Kelly Industrial Supply, Inc. loaned equipment.

Taxes – All applicable federal, state or local sales, uses, occupations, or excise taxes are the responsibility of the purchaser and shall be in addition to the prices states. Kelly Industrial Supply, Inc. shall have the right to invoice separately any such tax as it may be imposed at a later time. Applicable tax exemption certificates must be on file with Kelly Industrial Supply, Inc. to be exempt from sales tax.

Freight Policy – As of June 1, 2018, all UPS/FedEx orders that exceed \$400 or more **and** under 100 lbs. will be freight free. All orders under \$400 will have a UPS/FedEx charge. All outside truck deliveries of orders over \$750 will be freight free within a 100 mile radius of the 19382 zip code.

Signature

Date

Cosigner Signature

Date



COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF REVENUE
BUREAU OF BUSINESS TRUST FUND TAXES
 DEPT. 280901
 HARRISBURG, PA 17128-0901

**PENNSYLVANIA
 EXEMPTION CERTIFICATE**

CHECK ONE:

- STATE OR LOCAL SALES AND USE TAX
- STATE OR LOCAL HOTEL OCCUPANCY TAX
- PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
- PASSENGER CAR RENTAL TAX (PCRT)

(Please Print or Type)

**This form cannot be used
 to obtain a Sales Tax
 License Number, PTA
 License Number or**

**Read Instructions
 On Reverse Carefully**

THIS FORM MAY BE PHOTOCOPIED - VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

CHECK ONE: **PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE** (USE FOR ONE TRANSACTION)
 PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller or Lessor
Kelly Industrial Supply, Inc.

Street **211 Carter Drive - Bldg. B** City **West Chester** State **PA** Zip Code **19382**

Property and services purchased or leased using this certificate are exempt from tax because:
 (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

- 1. Property or services will be used directly by purchaser in performing purchaser's operation of:

- 2. Purchaser is a/an: _____
- 3. Property will be resold under License Number _____ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- 4. Purchaser is a/an: _____ holding Exemption Number _____
- 5. Property or services will be used directly by purchaser performing a public utility service. (Complete Part 5 on Reverse.)
- 6. Exempt wrapping supplies, License Number _____ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- 7. Other _____
 (Explain in detail. Additional space on reverse side.)

I am authorized to execute this Certificate and claim this exemption. Misuse of this Certificate by seller, lessor, buyer, lessee, or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee _____ Signature _____ Date _____

Street Address _____ City _____ State _____ Zip Code _____

1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within sixty days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

3. RETENTION

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies. **DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.**

4. EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV 1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example 75-00000-0).