



Welcome!

We are excited you have expressed interest in becoming a customer of Extruded Aluminum Corporation (EAC). In order to help ensure we get off to a smooth start, we have enclosed a package of documents to share the necessary information to establish your account and give you basic information on working with EAC.

1. Commercial Credit Application – if you have the essential information on a separate document we are happy to use that. We do however, ask that you sign and return our application.
  - a. Please note that all quotes, unless previously discussed and approved through your EAC Sales Engineer, are priced assuming net 30 day payment terms.
  - b. Based on applicable credit investigation and subsequent payment performance, we reserve the right to modify payment terms at any time.
  - c. Following our credit review, we will issue a letter to you confirming your established terms and credit limit.
2. Credit Agreement – please sign and return
3. Shipping Information
4. ASN - We have the ability to send shipping documents via an Advanced Shipping Notification (ASN). Please indicate on the enclosed form the contact information to send your ASNs.
5. Invoice Delivery Preference – all invoices are sent to you via fax or email as soon as it has been prepared. Please indicate your preferred method of delivery.
6. Payments – Our preference is to receive your payment via ACH. Banking information to establish this payment is attached. Remittances can be emailed to [accounting@extrudedaluminum.com](mailto:accounting@extrudedaluminum.com). If you are only able to send payment via check, these should be sent to our lockbox at Extruded Aluminum Corporation PO Box 74007328 Chicago, IL 60674-7328
7. Sales Tax Exemption - The vast majority of our customers are exempt from sales tax and thus, we do not add sales tax to any invoice. If you are exempt, please complete the appropriate form for Michigan or Multijurisdictional. If you are not exempt, it will be your responsibility to report and remit any applicable use tax.
8. EAC Contact List – Names, titles, phone and email for key contacts at EAC
9. Return Process – While we strive to provide 100% acceptable metal with each order, occasional issues with the product do occur. Following the enclosed process will help us help you reach a mutually acceptable resolution to any issues.

Again, thank you for your interest in EAC. We looking forward to working with you for our mutual benefit. Please feel free to contact me directly if I can be of additional assistance.

Sincerely

Stephen J Holt  
Vice President of Finance  
[steveh@extrudedaluminum.com](mailto:steveh@extrudedaluminum.com)  
616.794.0300 x 104



# COMMERCIAL CREDIT APPLICATION

Phone 616-794-0300 Fax 616-794-0879

Company Name \_\_\_\_\_ Company Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web Site: \_\_\_\_\_

Estimated Annual Sales \_\_\_\_\_ Circle One: Incorporated Partnership DBA Accounts Payable E-Mail \_\_\_\_\_

Estimated Annual Volume of Purchases from Extruded Aluminum \_\_\_\_\_ Bank Line of Credit Capacity \_\_\_\_\_

### Owners, Principals, and Officers

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### Trade / Bank References

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Bank \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### Personal Guarantee

In consideration for credit extended, the undersigned contracts and guarantees to the faithful payment, when due, of all accounts of the company seeking credit for 2 years from the date of this application. Then undersigned guarantor expressly waives all notice of acceptance of this guarantee, notice of extension of credit, presentment of demand for payment and any notice of default by the company seeking credit and all other notices the guarantor might be entitled to. Revocation of the guarantee shall be in writing and delivered by certified mail. The undersigned is signing as an individual, not an officer of the company.

Standard Credit Terms are 30 days or less from the date of invoice / shipment upon credit approval. Outstanding balances are subject to 1.5% per month interest. The undersigned authorizes and releases all banks, persons and companies listed on this application to furnish information and authorizes the checking of credit. The undersigned agrees to pay all collection costs, court costs, and legal fees incurred to collect delinquent balances. Enforcement of this agreement may be brought in any state or federal court that is located in, or whose jurisdiction includes, Kent County, Michigan, and that any such court shall have personal jurisdiction over said company for purposed of that action.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

EAC Use Customer Number \_\_\_\_\_ Customer Contact: Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Annual \$ Value of Parts \_\_\_\_\_ Die Cost \_\_\_\_\_ Approved Credit Limit \_\_\_\_\_ Terms \_\_\_\_\_



## Credit Agreement

I understand the information furnished on the Commercial Credit Application is for the purpose of obtaining credit from Extruded Aluminum Corporation (EAC). I am authorized in my capacity to bind my firm accordingly and provide authorization to contact any references listed to obtain information about credit worthiness. All money due EAC shall be due and payable in accordance with approved payment terms and in the manner prescribed. All past due accounts, notes or judgements shall accrue interest at 1.5% per month (18.0% per year). Should it become necessary to turn the account over for third party collections, the customer agrees to pay all costs of collections including legal fees.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Shipping and Receiving Information

**Customer:** \_\_\_\_\_

## Inter-Michigan Carrier of Choice:

- EAC Truck – Y/N
  - If Yes – Auto to Pre-Paid Add or greater than terms set by EAC
- LTL Collect - **EAC will not be responsible for freight damage**
  - Your LTL carrier \_\_\_\_\_(Please name)
- Third Party – **EAC will not be responsible for freight damage**
  - Logistics Company \_\_\_\_\_(Please name)
  - Contact Information \_\_\_\_\_
- Dock Hours: \_\_\_\_\_AM to \_\_\_\_\_PM
- Appointment Needed: Y/N

## Out of State Carrier of Choice:

- TL Carrier – EAC normally pays for depending on terms
- LTL Collect - **EAC will not be responsible for freight damage**
  - Your LTL carrier \_\_\_\_\_(Please name)
- Third Party – **EAC will not be responsible for freight damage**
  - Logistics Company \_\_\_\_\_(Please name)
  - Contact Information \_\_\_\_\_
- Dock Hours: \_\_\_\_\_AM to \_\_\_\_\_PM
- Appointment Needed: Y/N



Extruded Aluminum Corp.  
7200 Industrial Dr.  
Belding, Michigan 48809  
Ph: 616-794-0300  
Fx: 616-794-0879

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Extruded Aluminum has implemented an ASN system for all shipping documents. Please indicate below the contact(s) information. Please complete and email to Tami McClintock at

[TamaraM@extrudedaluminum.com](mailto:TamaraM@extrudedaluminum.com).

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_



7200 Industrial Drive  
Belding, MI 48809  
Phone 616-794-0300  
Fax 616-794-0879

**PLEASE COMPLETE AND FAX BACK TO 616-794-3868**  
**ATTENTION: DEANA**

Effective April 1, 2010 Extruded Aluminum Corporation implemented a system for electronic delivery of all customer invoices and credit memos. Below, please indicate your preferred method and appropriate contact information to receive these documents. You may also indicate additional fax numbers and/or email addresses below to have these documents sent to multiple contacts at your company.

Preferred Delivery Method: Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Fax: \_\_\_\_\_

Alternate Fax / Email for Additional Delivery: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

September 25, 2018

Extruded Aluminum Corporation General Account  
7200 Industrial Dr.  
Belding, MI 48809-9259

Re: Account and Routing Instructions

To whom it may concern,

Please accept this letter as confirmation that the account listed below is maintained at Bank of America, N.A. with the following information:

Account Number: 375011524598

Routing Number: 072000805 (ACH and Checking)  
026009593 (Domestic Wire)

BOFAUS3N (International Wire in USD)  
222 Broadway  
New York, New York 10038

BOFAUS6S (International Wire in FX)  
555 California St  
San Francisco, CA 94104

Let me know if you have any further questions, thank you!



**Jonathan Sleight**  
Assistant Vice President  
Treasury Officer  
Commercial Banking  
Bank of America Merrill Lynch  
Bank of America NA  
250 Monroe NW Suite 550, Grand Rapids, MI 49503  
T 616.451.7690  
E [jonathan.sleight@baml.com](mailto:jonathan.sleight@baml.com)

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# Michigan Sales and Use Tax Certificate of Exemption

**INSTRUCTIONS: DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records.** This certificate is invalid unless all four sections are completed by the purchaser.

## SECTION 1: TYPE OF PURCHASE

- A. One-Time Purchase  
Order or Invoice Number: \_\_\_\_\_
- B. Blanket Certificate. Recurring Business Relationship
- C. Blanket Certificate  
Expiration Date (maximum of four years): \_\_\_\_\_

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

|                           |
|---------------------------|
| Vendor's Name and Address |
|---------------------------|

## SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1.  All items purchased.
2.  Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1.  For Lease. Enter Use Tax Registration Number: \_\_\_\_\_
2.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_

The following exemptions DO NOT require the purchaser to provide a number:

3.  Agricultural Production. Enter percentage: \_\_\_\_\_%
4.  Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization).
5.  Contractor (must provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
6.  For Resale at Wholesale.
7.  Industrial Processing. Enter percentage: \_\_\_\_\_%
8.  Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form).
9.  Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form).
10.  Rolling Stock purchased by an Interstate Motor Carrier.
11.  Qualified Data Center
12.  Other (explain): \_\_\_\_\_

## SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

|   |  |
|---|--|
| Business Name                                 | Type of Business (see codes on page 2) |
| Business Address                              | City, State, ZIP Code                  |
| Business Telephone Number (include area code) | Name (Print or Type)                   |
| Signature and Title                           | Date Signed                            |



## Instructions for completing *Michigan Sales and Use Tax Certificate of Exemption (Form 3372)*

**Purchasers** may use this form to claim exemption from Michigan sales and use tax on qualified transactions. It is the Purchaser's responsibility to ensure the eligibility of the exemption being claimed. All claims are subject to audit. Non-qualified transactions are subject to tax, statutory penalty and interest.

**Sellers** are required to maintain records, paper or electronic, of completed exemption certificates for a period of four years. Michigan does not issue "tax exempt numbers" and a seller may not rely on a number for substitution of an exemption certificate. Other documentation that sellers in the State of Michigan may accept are the Uniform Sales and Use Tax Certificate approved by the Multistate Tax Commission, the Streamlined Sales and Use Tax Agreement Certificate of Exemption, the same information in another format from the purchaser, or resale or exemption certificates or other written evidence of exemption authorized by another state or country.

### SECTION 1:

Place a check in the box that describes how you will use this certificate.

- A) Choose "One-Time Purchase" and include the invoice number this certificate covers.
- B) Choose "Blanket Certificate" if there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.
- C) Choose "Blanket Certificate" and enter the expiration date (maximum four years) when there is a period of more than 12 months between sales transactions.

Print the vendor's name and address in the area provided.

### SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

### SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

### SECTION 4:

Use the number that describes your business or explain any other business type not provided.

|    |                   |    |                                   |
|----|-------------------|----|-----------------------------------|
| 01 | Accommodations    | 10 | Utilities                         |
| 02 | Agricultural      | 11 | Wholesale                         |
| 03 | Construction      | 12 | Advertising, newspaper            |
| 04 | Manufacturing     | 13 | Non-Profit Hospital               |
| 05 | Government        | 14 | Non-Profit Educational            |
| 06 | Rental or leasing | 15 | Non-Profit 501(c)(3) or 501(c)(4) |
| 07 | Retail            | 16 | Qualified Data Center             |
| 08 | Church            | 17 | Other                             |
| 09 | Transportation    |    |                                   |

Print the name of the business, address, city, state and ZIP code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

**DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.**



Extruded Aluminum Corp.  
7200 Industrial Dr.  
Belding, Michigan 48809  
Ph: 616-794-0300  
Fx: 616-794-0879

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## ***Contacts***

|   |  |  |
|---|--|--|
| Vice President, Sales                         | Todd Myers x118                          | <a href="mailto:toddm@extrudedaluminum.com">toddm@extrudedaluminum.com</a>   |
| Inside Sales:                                 | Kellie Hall x103<br>Alyssa Hall x141     | <a href="mailto:kellieh@extrudedaluminum.com">kellieh@extrudedaluminum.com</a><br><a href="mailto:alyssah@extrudedaluminum.com">alyssah@extrudedaluminum.com</a>   |
| Quality:                                      | Tony Caterino x114                       | <a href="mailto:tonyc@extrudedaluminum.com">tonyc@extrudedaluminum.com</a>   |
| Price List Mgt:                               | Gary Rahe x122                           | <a href="mailto:garyr@extrudedaluminum.com">garyr@extrudedaluminum.com</a>   |
| Accounting:                                   | Deana Trowbridge x101                    | <a href="mailto:deanat@extrudedaluminum.com">deanat@extrudedaluminum.com</a>   |
| Customer Service/<br>Order Entry              | Jennifer Gibson x132                     | <a href="mailto:jenniferg@extrudedaluminum.com">jenniferg@extrudedaluminum.com</a><br><a href="mailto:orders@extrudedaluminum.com">orders@extrudedaluminum.com</a> |
| Shipping/Fabrication<br>& New Die Coordinator | Shanda Rockburn x130                     | <a href="mailto:shandar@extrudedaluminum.com">shandar@extrudedaluminum.com</a>   |
| Program Management                            | Justin Palethorpe x 134                  | <a href="mailto:justinp@extrudedaluminum.com">justinp@extrudedaluminum.com</a>   |
| Shipping                                      | Erin Smith x 100<br>Tami McClintock x100 | <a href="mailto:erins@extrudedaluminum.com">erins@extrudedaluminum.com</a><br><a href="mailto:tamaram@extrudedaluminum.com">tamaram@extrudedaluminum.com</a>       |
| Engineering                                   | Jeremy Baylis x115                       | <a href="mailto:jeremyb@extrudedaluminum.com">jeremyb@extrudedaluminum.com</a>   |



## Customer Concern Process

Greetings –

We hope this message finds you well. All of us at Extruded Aluminum Corporation (EAC) strive to provide you with metal that meets or exceeds your expectation, on a timely basis and at a competitive price. One of the essential components of our Mission at EAC is continuous improvement. In that spirit, we are always looking for ways to improve the quality of our product and the procedures we need to follow in the event material does not meet your needs. As such, we are asking for your help to ensure we gather the correct information, determining an appropriate disposition / root cause and issuing credit timely and accurately. We wanted to take this opportunity to clarify the process we ask that we all use to ensure this process is as effective and efficient as possible.

1. Should you discover material that you suspect does not meet your expectations, please notify us as quickly as possible. Note that our terms and conditions require inspection, acceptance or rightful rejection of material within 10 days of your receipt.
2. Notification must be made to [quality@extrudedaluminum.com](mailto:quality@extrudedaluminum.com). Should you need to speak to some directly you can reach Tony Caterino, EAC Quality Lab Manager at 616.794.0300 x 114. In order for us to better assist with your issue, the notification of your concern must include the following information:
  - a. Customer Name and contact information (name, phone, email)
  - b. Information to help us determine the cause of your concern including measurements, requirements, pictures, test results, samples, etc.. where possible
  - c. The number of parts / pounds in question.
  - d. EAC invoice number, shipper and or shop order to assist in the traceability of the product in question for root cause analysis and determination of the value of product
3. Once the concern has been received and verified by EAC, our Quality group will issue a Return Material Authorization (RMA). This number must be referenced on communication (emails, shipping documentation, debit memos, etc...). Once the RMA issued:
  - a. If EAC determines the parts are to be scrapped at your location, a credit will be issued minus the scrap value of the material.
  - b. Should a sort be required, approval must come from EAC before any sort is conducted at your facility and/or a third party is engaged to complete the sort. A discussion of the criteria, process, expected hours and hourly rate must be approved by EAC prior to any sorting for reimbursement to be considered.
  - c. If EAC determines the material must be returned for evaluation/sort/rework:
    - i. We will request the date the material will be ready for pick up from you.
    - ii. We will issue a return pick up notice that will come with the truck to pick up the material.
    - iii. DO NOT return material to EAC without an RMA, request for return and the documentation from the carrier instructing them to pick up the return material.
    - iv. A copy of this RMA documentation must be attached to all bundles returned.
  - d. Once the material is returned to EAC, the concern and quantity/pounds will be verified and the appropriate credit will be issued.
4. No debit memo should be deducted from payment to EAC prior to approval by EAC.