

## FOR YOUR OWN PROTECTION

IF THESE GOODS ARE DAMAGED in transit, the transportation company's agent (usually the truck driver making the delivery) must write on the freight bill he gives you, full exception covering any bad order packages. If there is any shortage, the same must be noted on the freight bill by the agent at the time of delivery. The driver is required to do these things if requested. It is your responsibility to see that these notations are made.

FOR BOTH VISIBLE AND CONCEALED DAMAGE it is your responsibility to contact the delivering transportation company, or their agent. You must request to them in writing to make an inspection and to furnish you with their inspection report covering complete damage sustained. This request should be made as soon as the full nature of any damage is ascertained. The inspection must be made and completed within 5 days of receipt of goods. All freight bills rendered by the truck driver should be signed "Subject to inspection for concealed damage."

YOU MUST FILE CLAIM immediately following receipt of carrier's inspection report. This claim should consist of a letter to the delivering transportation company, listing the damage and the amount of the claim. It must be accompanied with the proper supporting papers (normally consisting of Bill of Lading, Freight Bill, duplicate of our invoice and Inspection Report.)

UNITED PARCEL SHIPMENTS must be kept in original carton and wrappings. Contact your local UPS office to have inspection made and claim filed.

Any claims which you may have must be handled as outlined above. We cannot accept the return of any merchandise unless such return is authorized by us.

## FLAMCO CONTACT INFORMATION

Home Office	Flamco 6940 Stuart Ave. Jacksonville, FL 32254	800-634-3967 904-783-8400 904-783-8403 Fax
Texas Office	Flamco of Texas 2525 Gholson Rd. Waco, TX 76704	800-866-1224 254-799-4936 800-799-2657 Fax
Illinois Office	Flamco Midwest 16727 Chicago Ave. Lansing, IL 30438	800-866-1224 254-799-4936 800-799-2657 Fax
Flamco Website	<a href="http://www.flamco.com">www.flamco.com</a> Please find our catalog for download on our website.	

# TERMS AND CONDITIONS OF SALE

**RETURNED MERCHANDISE:** Merchandise to be returned must have written approval by an officer of FLAMCO prior to being returned to the factory Freight Prepaid and will be subject to a 25% re-stocking charge. Special order merchandise is not returnable.

**SPECIAL HANDLING:** Bus, airline, etc. shipments are freight collect with a \$15.00 handling charge. There will be no broken cartons.

**PRICES:** Prices are subject to change without notice. All orders will be invoiced at the price in effect at the time of shipment. All previous price sheets void.

**FREIGHT TERMS:** Orders will be shipped Freight collect unless they meet the minimum order requirement. No freight cost will be paid on customer pick ups.

**DELIVERY AND SHIPMENT:** Unless otherwise specified upon delivery of materials FOB FLAMCO, all risk of loss, damage and other incidents of ownership shall immediately pass to the buyer, but title to materials will be retained by FLAMCO as security for buyer's performance until payment in full is received.

**PAYMENT:** Cash on delivery (C.O.D.) sales are net with FLAMCO holding the option of requiring cash or certified check, if it becomes necessary in our judgment.

- Open account sales have payment terms of 1% 15 Days; net 30 unless otherwise stipulated.  
An explanation of terms follows:

- All invoices will be dated the day of shipment.
- A Finance charge of 1-1/2% per month (18% annum) after 30 days from the date of invoice.
- If the invoice is not paid when due, or it becomes necessary to enforce these terms and conditions, purchaser agrees to pay all costs of the collection and enforcement including attorney's fees, whether incurred in or out of court on appeal in arbitration, in bankruptcy court, or in any insolvency proceedings

**DELAY:** FLAMCO shall be excused for any delay in performance due to acts of God, war, riot, embargoes, acts of civil or military authorities, fires, floods, accidents and quarantine restriction, mill conditions, strikes, differences with workmen, delays in transportation, shortage of cars, fuel, labor or materials, or any circumstance or cause beyond the control of FLAMCO in the reasonable conduct of its business.

**TAXES:** These prices do not include sales, excise, transportation or other similar taxes present or future.

**CLAIMS:** Claims must be made upon receipt of goods. Our responsibility ceases as soon as goods are loaded FOB our warehouse or, if delivered by us, at destination point. All hidden damage claims must be made within 5 days from receipt of shipment with the delivering carrier.

# CREDIT APPLICATION

TYPE OF BUSINESS:	TYPE OF OWNERSHIP	
COMPANY NAME / BILL TO:	<input type="checkbox"/> CORPORATION	
MAILING ADDRESS:	<input type="checkbox"/> PARTNERSHIP	
	<input type="checkbox"/> INDIVIDUAL	
CITY:	STATE:	ZIP CODE:
PHONE NO:	FAX NO:	E-MAIL:
COMPANY NAME & SHIP TO ADDRESS:		
CITY:	STATE:	ZIP CODE:
PRINCIPAL OWNER'S / OFFICERS		
PRINCIPAL OWNER'S / OFFICERS		

## BANK INFORMATION

BANK NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NO:	FAX NO:	E-MAIL:
ACCOUNT NUMBERS:		
ACCOUNT NUMBERS:		

## CURRENT CREDIT REFERENCES

NAME	ADDRESS	CITY	ST & ZIP
PHONE	FAX	E-MAIL	
NAME	ADDRESS	CITY	ST & ZIP
PHONE	FAX	E-MAIL	
NAME	ADDRESS	CITY	ST & ZIP
PHONE	FAX	E-MAIL	

Application for credit is hereby made. It is understood this information will be held in strict confidence and used only by the Credit Department of Florida Metal Products and its subsidiaries. We understand and agree to abide to all terms and conditions listed on page 2. I hereby authorize Florida Metal Products and its subsidiaries to obtain any and all information required from the above references.

SIGNATURE & TITLE:	DATE:
<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REFUSED / SIGNATURE:	DATE:

FOR CREDIT DEP. USE ONLY

# ORDER ACKNOWLEDGEMENT EXAMPLE

3:27:21PM

## ORDER ACKNOWLEDGEMENT

Page: 1

Flamco Midwest Inc.  
PO Box 6310  
Jacksonville, FL 32236-6310

Phone: 800-866-1224



ORDER NUMBER: 0031994  
ORDER DATE: 6/16/2017

Expected Ship Date: 6/16/2017

SALESPERSON: HS

SOLD TO: 02-0001335  
SAMPLE ACCOUNT  
555 XYZ RD

SPRINGFIELD, MO 65802

FAX: (417) 873-2201

SHIP TO: 02-0001335  
SAMPLE ACCOUNT  
555 XYZ RD

SPRINGFIELD, MO 65802

FAX: (417) 873-2201

CUSTOMER P.O. XYZ	SHIP VIA	ZONE MID-D	TERMS NO TERMS	UNIT	ORDERED	PRICE	AMOUNT
ITEM NUMBER							
VW016ABLK24H	24" W VALLEY BLACK HEMMED 125/PLT			EA	125	0.0000	0.00
STP011ABLK448	8 X 8 BENT STEP FLASHING BLACK 100/CTN			BU	50	0.0000	0.00
STP011ABRN448	8 X 8 BENT STEP FLASHING BROWN 100/CTN			BU	25	0.0000	0.00
GA016ABRN50200	2" GUTTER APRON 120 BROWN 50/CTN			EA	50	0.0000	0.00
GA016ATTB50200	2" GUTTER APRON 120 TERRA TONE BRONZE 50/CTN			EA	50	0.0000	0.00

Total Order Weight 1,519

Net Order: 0.00  
Discount Amt: 0.00  
Freight: 0.00  
Sales Tax: 0.00  
Fuel Surcharge: 0.00  
**Order Total: 0.00**

# CONTACTS

## **Main Office / Company Information**

FLAMCO  
6940 Stuart Avenue  
Jacksonville, FL 32254  
www.flamco.com

## **Remit Address**

FLAMCO  
P O Box 6310  
Jacksonville FL 32236

## **Accounts Receivable Contact/ Jacksonville, FL**

Sherry Maclean  
Phone: 904-783-8400  
Fax: 904-783-8403  
E-mail: smaclean@flamco.com

## **Customer Service/ Product Information / Pricing & Product Updates Contacts/ Jacksonville, FL**

Stephanie Crutcher  
Phone: 904-783-8400  
Fax: 904-783-8403  
E-mail: scrutcher@flamco.com

Alfred Jonas  
Phone: 904-783-8400  
Fax: 904-783-8403  
E-mail: ajonas@flamco.com

## **Accounts Receivable Contact/ Waco, TX/Lansing, IL**

Donna Moreno  
Phone: 254-799-4936  
Fax: 254-799-2657  
E-mail: dmoreno@flamco.com

## **Customer Service/ Product Information / Pricing & Product Updates Contacts/ Waco, TX/Lansing, IL**

Ernestine Loreda  
Phone: 254-799-4936  
Fax: 254-799-2657  
E-mail: flamcowaco@flamco.com

## **Sales Management Contact**

Flamco Florida  
Jacksonville, FL  
Clark Jones  
Phone: 904-783-8400  
E-mail: clark@flamco.com

Flamco Waco  
Waco, TX  
Pete Alderman  
Phone: 254-799-4936  
E-mail: palderman@flamco.com

Flamco Midwest  
Lansing, IL  
Pete Alderman  
Phone: 254-799-4936  
E-mail: palderman@flamco.com

# PLANT LIST

Flamco Florida  
6940 Stuart Avenue  
Jacksonville, FL 32254  
904-783-8400

Flamco Waco  
2525 Gholson Rd  
Waco TX 76704  
254-799-4936

Flamco Midwest  
16727 Chicago Ave  
Lansing, IL 60438  
708-418-4402

# WAREHOUSE LOCATIONS

Flamco Denver  
9101 E 89th Ave  
Henderson, CO 80640

Flamco Kansas City  
1519 W. 16th St  
Kansas City, MO 64102

Flamco Springfield  
1335 N Stewart  
Springfield, MO 65802