



# **Welcome New Customers**

**ADVANCE EXCHANGE AGREEMENT**

The Advance Exchange Program allows shipment of a product in advance of receiving your used non-working product to provide customers with their orders as soon as possible. Please complete and fax to 908-842-0356.

**Company Name** \_\_\_\_\_

**Customer #** \_\_\_\_\_

**Please complete the bottom portion of this agreement appropriately.**

1. You have 30 days from the invoice date to return your non-working product core(s) to Metrofuser.

Product returns must be:

- a. Repairable
- b. Have a valid RMA# clearly marked on all boxes
- c. Be the exact equivalent of part(s) that was shipped to you

2. If the core(s) is not received during the 30 days allotted, you will be sent a core invoice for the difference between the advance exchange price and the market price of the part(s).

3. You have an additional 10 business days from the core invoice to:

- a. Return non-working part(s)
- b. Remit payment of core invoice.
- c. Send valid tracking information to Metrofuser that states when product was shipped back to us.

If one of the three above is not received within these 10 business days your credit card will be charged. You will receive an invoice clearly marked "Paid by Credit Card".

4. This agreement must be renewed with a new form upon expiration of your credit card.

\_\_\_\_\_ I choose to participate in the advance exchange program.

MC \_\_\_\_\_ VISA \_\_\_\_\_ AMEX \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

SECURITY NUMBER \_\_\_\_\_

AUTHORIZED SIGNATURE (APPEARS ON CARD)

\_\_\_\_\_

PRINTED NAME AND TITLE

\_\_\_\_\_

Billing Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you do not want to supply a credit card or do not want to Participate in our advance exchange program please initial here \_\_\_\_\_

(Please note: By not supplying a credit card you may be restricted from ordering advance exchange parts )

Metrofuser LLC  
275 Cox Street  
Bldg 1 Unit 6  
Roselle, NJ 07203-1703  
908-839-6300 Phone  
908-842-0356 Fax

**CREDIT DATA SHEET**

**DATE:** \_\_\_\_\_ **FEDERAL TAX ID #:** \_\_\_\_\_

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

**BILLING ADDRESS:** STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

**SHIPPING ADDRESS:** STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

**MAIN TELEPHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**ACCOUNTS PAYABLE CLERK:** \_\_\_\_\_

**ACCOUNTS PAYABLE TELEPHONE #:** \_\_\_\_\_

**DUN & BRADSTREET #:** \_\_\_\_\_

**TYPE OF ORGANIZATION:** CORPORATION  
PARTNERSHIP  
PROPRIETORSHIP

**OFFICERS OF THE COMPANY:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ TITLE: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

**NATURE OF BUSINESS:**  
**HOW LONG IN BUSINESS:** \_\_\_\_\_ YRS **OWN OR LEASE PREMISES:** \_\_\_\_\_

**BANK INFORMATION:**  
NAME: \_\_\_\_\_  
BANK OFFICER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_  
CHECKING ACCT #: \_\_\_\_\_  
SAVINGS #: \_\_\_\_\_ LOAN#: \_\_\_\_\_

TRADE REFERENCES:	ACCOUNT #	TELEPHONE #:	FAX #:
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

I hereby authorize the above mentioned bank and business' to release to Metrofuser all information regarding our accounts.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **D ATE:** \_\_\_\_\_

## **SALES TAX EXEMPTION**

Please complete and fax to 908-842-0356.

The Purchaser represents and warrants that the goods it is buying from Metrofuser:

1. \_\_\_\_\_ Are exempt from sales tax because they are being bought for resale  
**(Attach Resale Certificate)**
2. \_\_\_\_\_ Are exempt from sales tax because the Purchaser is an exempt organization  
**(Attach Exempt Organization Certificate)**
3. \_\_\_\_\_ Are exempt for another reason (attach supporting materials).
4. \_\_\_\_\_ Are subject to sales tax.

If the Purchaser does not claim an exemption from sales tax, Metrofuser will collect sales tax on all sales to the Purchaser. The Purchaser will immediately notify Metrofuser if any of its representations set forth in this section change.

The Purchaser will indemnify and hold Metrofuser and its officers, employees, directors, successors and assigns harmless from any and all claims, demands, suits, costs and expenses (including reasonable legal fees and disbursements) for, relating to, or arising from any sales, use or similar taxes payable in connection with the sale of goods by Metrofuser to the Purchaser.

## **CREDIT AGREEMENT**

The information contained herein is submitted by the undersigned for the purpose of obtaining credit from Metrofuser.  
Please complete and fax to 908-842-0356.

The undersigned hereby authorizes the banks, trade references listed herein and any consumer or business credit reporting agency to release and/or verify orally or in writing to Metrofuser any information given in this document and to disclose any information which may bear upon the undersigned's creditworthiness.

The undersigned agrees to make payment in full to Metrofuser for all purchases in accordance with the terms set forth in invoice(s) by Metrofuser (as well as finance charges, to be assessed at 1.5% per month, for unpaid invoices not in dispute) and to notify Metrofuser, in writing, within six months of the invoice date (or within such other period of time, if any, which may be specified in any invoice) of any and all claims for discounts, adjustments, allowances or other credits of any kind. Should the undersigned default in any such payment, the undersigned agrees to pay all reasonable expenses including attorney's fees and costs incurred by Metrofuser in the collection of any obligation of the undersigned owed to Metrofuser. The undersigned agrees to pay a \$50 handling fee per check returned for "Non-sufficient funds".

This agreement shall be governed by the laws of the State of New Jersey. To the extent any provision of this agreement is found by a court of competent jurisdiction to violate any applicable law, or is otherwise unenforceable such provision shall be construed so as not to violate such applicable law, and to otherwise be enforceable. The remainder of this agreement shall remain in full force and effect.

The undersigned agrees to notify Metrofuser of sales of the undersigned's business or any other change in ownership at least 15 days prior to such sales or change in ownership, such

notice to be sent to Metrofuser, 275 Cox Street, Bldg 1 Unit 6, Roselle, NJ 07203-1703  
Attention: Accounting.

Note: **If the Purchaser is a corporation, this application should be signed on its behalf by the president, chairman, vice president, or the treasurer. If the Purchaser is a partnership, it should be signed by a general partner.** In all events, the individual signing this application represents and warrants to Metrofuser that he or she has the legal power and authority to sign this application on behalf of the Purchaser.

DATE \_\_\_\_\_ SIGNATURE: Officer/Principal \_\_\_\_\_

TITLE: \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

### **Policies**

Phone: **908-245-2100**

Fax: **908-842-0356** On-line: E-mail: **sales@metrofuser.com**

### **RETURN SHIPPING**

All parts are shipped UPS Ground unless otherwise specified. To insure safe handling, Metrofuser returns all repaired product in protective customized packaging. Freight, handling, insurance, C.O.D. and customs charges are not the responsibility of Metrofuser. Affix the RA number to the outside of the box and ship to: Metrofuser, 275 Cox Street, Bldg 1 Unit 6, Roselle, NJ 07203-1703.

### **PAYMENT POLICIES**

Credit terms are available to qualified customers. Ask your Account Manager how you may qualify. For your convenience, Metrofuser accepts C.O.D. terms, VISA, MasterCard or American Express. All New Jersey accounts must provide a tax exemption certificate.

Advance Exchange orders are credit card or terms only. Repairable cores must be returned to Metrofuser within 30 days or you will be charged for the difference between the exchange and new price. New parts may be returned to Metrofuser within 30 days from date of invoice; a re-stocking fee will apply.

### **EXCESS INVENTORY**

Metrofuser buys and sells sub-assemblies and other printer related excess inventory. Please contact our Purchasing Department at 908-245-2100 or fax us at 908-842-0356 for availability and pricing.

### **WARRANTY STATEMENT**

Most repaired, exchanged or refurbished parts are warranted to be in good working condition for six months from date of repair. Parts for resale have a 30 day warranty. Metrofuser reserves the right to deny any warranty claim if the warranty item has sustained shipping damage, was improperly installed or mishandled, tampered with or malfunctioning for any reason other than the original failure identified and repaired by the company. Metrofuser will, at its option, repair the part or if available, send out a replacement part to accounts that are current.

### **RETURN POLICY**

Metrofuser reserves the right to refuse any new OEM parts that are not returned in its original packaging within 30 days. To obtain full credit returned packages must be unopened.

A restocking fee of 20% per item will be incurred for any returned parts.  
A \$50.00 minimum is required for all orders.