

RE: New Customer Information

Dear Customer,

We appreciate your interest in doing business with us. In order to open a line of credit for you, we need to get some information about your company. Please fill out the attached credit application and the (*) Uniform Sales & Use Tax Certificate and fax them to my attention as soon as possible not before the forms are sign and date.

We also would like you to be advised, that Wood Tech's standard credit policy, requires a 50% deposit on the first orders. Our initial terms are 50% deposit and 50% cash before delivery (CBD) until your credit is approved.

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If you have any questions, please call me @ (510) 534-4930.

Sincerely,

Accounting Department
WOODTECH

4611 MALAT ST., OAKLAND CA 94609

p.510.534.4930 ext.228 | f.510.534.6389| www.woodtechonline.com

woodtech

510.534.4930 f 510.534.6389
4611 malat street, oakland, ca 94601



APPLICATION AND AGREEMENT FOR OPEN ACCOUNT

Account Name:	Phone:
Address:	Fax:
City, State, Zip:	

TYPE OF FIRM *Individual* *Partnership* *Corporation*

President/Owner(s) Name:

1.
2.

Estimated Annual Purchases:	Social Security or Federal ID #	DUNS #
Number of employees:	Resale #	A/P Contact:

BANK REFERENCE

Bank Name:	Account #
Address:	Phone #
City, State, Zip:	Fax #

CREDIT REFERENCES

Please be sure to include the local telephone number and FAX number to prevent delays.

1. Name:	Account #
Address:	Phone #
City, State, Zip:	Fax #

2. Name:	Account #
Address:	Phone #
City, State, Zip:	Fax #

3. Name:	Account #
Address:	Phone #
City, State, Zip:	Fax #

4. Name:	Account #
Address:	Phone #
City, State, Zip:	Fax #

APPLICANT'S AUTHORIZATION & AGREEMENT

In support of this application, WOOD TECH, INC. is hereby authorized to obtain credit and/or financial information from my/our banks, other financial institutions or commercial firms with whom I/we have done business. It is understood that any such credit and/or financial information will be held in strict confidence and used only in consideration of this application. Upon approval of this application, It is agreed that all purchases will be paid in full and in accordance with the terms of sale as stated on all Wood Tech, Inc. invoice(s). Should I/we not pay Wood Tech, Inc. according to terms, it is understood that credit privileges may be withdrawn.

Authorized Signature:	Name:
Date:	Title:

Wood tech, inc. 4611 Malat street*Oakland, CA 94601*p(510)534-4930*f(510)534-6389*

UNIFORM SALES & USE TAX CERTIFICATE

MULTI-JURISDICTIONAL

Issued to Seller: **WOOD TECH, INC.**
 Address: 4611 MALAT ST., OAKLAND, CA 94601

I Certified That: _____ Is engaged as a registered:
 Name of the Firm (Buyer): _____ Wholesaler
 Address: _____ Retailer
 _____ Manufacturer
 _____ Seller (California)
 _____ Other (Specify): _____
 City, Zip, State _____

And is registered with the below listed states and cities within which your firm would deliver purchases to us and that any such purchases are for wholesale, resale, ingredients or components of a new product to be sold, leased, or rented in the normal course of business. We are in the business of wholesaling, retailing, manufacturing, leasing (renting) the following:

Description of Business: _____

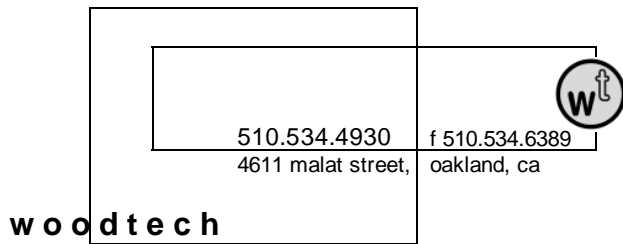
General description of products to be purchased from the seller: _____

State	State Registration, Sellers Permit or ID Number of Purchaser	State	State Registration, Sellers Permit or ID Number of Purchaser	State	State Registration, Sellers Permit or ID Number of Purchaser
AL		KY		ND	
AK		LA		OH	
AZ		ME		OK	
AR		MD		OR	
CA		MA		PA	
CO		MI		RI	
CT		MN		SC	
DC		MS		SD	
DE		MO		TN	
FL		MT		TX	
GA		NE		UT	
HI		NV		VT	
ID		NH		VA	
IL		NJ		WA	
IN		NM		WV	
IA		NY		WI	
KS		NC		WY	

I further certify that if any property so purchased tax free is used or consumed by the firm; as to make it subject to a Sales or Use Tax, we will pay the tax due directly to the proper taxing authority when state law so provides or inform the seller for added tax billing. This certificate shall be part of each order which we may hereafter give to you, unless otherwise specified, and shall be valid until canceled by us in writing or revoked by the city or state.

Under penalties of perjury, I swear of affirm that the information on this form is true and correct as to every material matter.

Authorized Signature: _____
 (Owner, Partner, or Corporate Officer)
 Title: _____
 Date: _____



WOOD TECH'S CREDIT POLICY

1. Terms: Net 30 after the credit approval (Note: this will change depending on the sale agreement). New customers are required a %50 deposit on the first order even with if the credit has been approved.
2. Finance Charges: AMOUNTS PAST DUE ARE SUBJECT TO A CHARGE OF 1 1/2% PER MONTH (18% ANNUAL) after 60 days.
3. Wood Tech, Inc. reserves the right to hold the shipping of new orders on over 60 days past due accounts.
4. For New Customers Wood Tech requires a 50% deposit on the first order.
5. Non-standard finishes or special materials will require a 50% deposit to process the order.
6. Orders larger than \$35,000 will require a 30 to 50% deposit to process. (30% standard & 50% custom).
7. All sales are made subject to the following provisions:
 - a. Accounts or balances unpaid after net payment date shall be subject to the service charge as indicated above.
 - b. If collection proceedings become necessary to collect the unpaid balance, attorney's fee in a reasonable amount incurred by seller in making collection shall be added to the balance due and shall be paid by purchaser in addition to the balance and service charge.
 - c. Storage: Wood Tech, Inc. does not have storage space available. All orders should be picked up within TEN working days after notification, otherwise a storage charge will be assessed (at a fair market cost depending of the order's volume).
 - d. A \$25 fee will be applied to all returned checks.

Do not hesitate to call if you have any questions,

Sincerely,

Accounting Department