



836 Distribution Drive
Beavercreek, Ohio 45434
Phone: 937-426-6301
Fax: 937.426.3769
angie@listermanassoc.com

Dear New Customer,

Listerman & Associates, Inc. welcomes you as a new customer! We look forward to doing business with you.

Attached is paperwork that we need for our files. Please complete and return them to our office at your earliest convenience. You may email the completed forms to Angie Davenport at (angie@listermanassoc.com) or fax to 937-426-3769. In addition, we will also need a copy of your Nursery Dealer's Certificate and Sales Tax Exemption Certificate.

Please note all our new customers are set up as pre-payment for first season. Pre-payment is required prior to scheduling delivery of material.

Thank you for your time and attention to this matter. Again, we look forward to working with you and trust that you will call if you have any questions.

Listerman & Associates, Inc.



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Customer Information

Company Name: _____

Mailing Address: _____

Shipping Address: _____

Phone: _____ *Fax:* _____

Website Address: _____

Contacts:

Owner: _____ *cell:* _____

e-mail: _____

Authorized Buyer: _____ *cell:* _____

e-mail: _____

Authorized Buyer: _____ *cell:* _____

e-mail: _____

Authorized Buyer: _____ *cell:* _____

e-mail: _____

Delivery Contact: _____ *cell:* _____

e-mail: _____

Accts Payable: _____ *cell:* _____

e-mail: _____

Would you like your invoices emailed? _____

Sales Tax Exempt #: _____

{Please attach a copy}

Additional Information:



Sales and Use Tax Unit Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

_____ (Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Purchaser must state a valid reason for claiming exception or exemption.

Purchaser's name

Purchaser's type of business

Street address

City, state, ZIP code

Signature

Title

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either Administrative Code Rule 5703-9-10 or 5703-9-25.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with Administrative Code Rule 5703-9-14.



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Dear Valued Partner,

We are sending you this form to review, sign and return to us. It relates to our Terms and Conditions for doing business together and memorializes certain of them.

First, your attention is directed to the Disclaimer on our Quote form, which reads substantially as follows:

Disclaimer:

This quote is for estimation purposes only and does NOT guarantee the quoted costs for materials and services, at the time your order is actually placed.

- This Quote is based on today's inventories from suppliers to meet your project requirements.
- However, due to the ever-changing inventories and/or the need to source from multiple vendors, we are unable to guarantee that the price of this quote will be valid.
- We will make every effort to honor the quoted price.
- Your Sales Order will have the actual cost and it is your responsibility, as the customer, to review all pricing prior to signing.

Next, your attention is directed to the Terms & Conditions related to your Sales Order. They read substantially as follows:

Terms & Conditions:

This is your order confirmation. It is NOT a Quote.

- Every effort is made to communicate clearly and ensure the accuracy of your order.
- Please review your Sales Order carefully and, within 24 hours of your receipt thereof, discuss any needed changes with your Listerman sales representative or office staff. Any agreed to changes will be the subject of an amended sales order.
- Your Sales Order will be cancelled in 72 hours, if not reviewed, signed and returned to us during this period of time.
- When you receive a Bill of Lading, this means that the order has been dug and prepped for loading.
- Please note that, once any items have been dug, they are no longer subject to cancellation.
- If any stock is damaged, we must be notified within 24 hours and your notification must include pictures that clearly depict the damage being claimed. If we are not so notified within 24 hours, previously quoted prices will NOT be honored for replacement stock.
- Once plant materials have been planted, these materials will no longer qualify for a credit.
- Listerman & Associates Inc. will pass along any fees or charges incurred due to holding of material, delays at the jobsite, cancellations or, the inability to accept materials.

Please sign and date this document within 72 hours in the area below, in order to formally acknowledge that you have read, fully understand and agree to the Terms & Conditions of doing business with Listerman and Associates. By using Listerman & Associates Inc, you agree that these Terms and Conditions supersede any previous terms & conditions. Once completed, please return this form to us by fax or as a scan attached to an email.

Printed Name

Date

Signature

Company Name

Thank you for your business.