



409 North State Street
Clarks Summit, PA 18411
Toll Free: (888) 394-5988
Phone: (570)586-0100
Fax:(570)586-0200

New Customer Form / Credit Application

General Business Information

Complete Legal Name

Street Address

City State Zip Code

Shipping Information

Complete Legal Name

Ship To Street Address

City State Zip Code

County Name:

Type of Business Entity

☐ Sole Proprietorship ☐ Partnership ☐ Limited Liability Company (LLC) ☐ Corporation ☐ Other

Purpose of Business _____ Years in Business _____

Federal Tax ID # _____

Subject to Sales Tax: ☐ Yes ☐ No (IF NO, SEND IN STATE EXEMPTION CERTIFICATE)

Billing / Accounts Payable

Address: _____

City: _____ State _____ Zip Code: _____

Contact Name: _____

Phone: _____ Ext: _____ Fax: _____

Email Address: _____

Purchasing

Contact Name: _____

Phone: _____ Ext: _____ Fax: _____

Email Address: _____

Annual Estimated Volume: _____ Tons (Bulk) _____ Truckloads (Packaged)

Name of Owners, Partners, Or Officers and Titles if Incorporated

Name _____

Title: _____

Phone #: _____

Mobile #: _____

Email: _____

Name: _____

Title: _____

Phone #: _____

Mobile #: _____

Email: _____



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Bank Reference Information:

Banking Institution: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____ Phone: _____ Fax: _____
Email: _____
Checking Account #: _____
Savings Account # : _____
Loan #: _____ Loan Office: _____

Credit / Trade References:

_____	_____	_____	_____
Company	Contact	Phone	Fax or Email (Required)
_____	_____	_____	_____
Company	Contact	Phone	Fax or Email (Required)
_____	_____	_____	_____
Company	Contact	Phone	Fax or Email (Required)

The Customer represents and warrants that all information provided on this application is correct and he / she is an authorized signatory of the Customer. The above information is given to Haven Salt Company, LLC for the purpose of granting credit privileges and authorizing Haven Salt Company to contact references and verify credit information. The Customer hereby agrees to Haven Salt Company's terms and conditions set forth below. Haven Salt Company reserves the right to make changes from time to time in such terms and conditions by notice to Customer of such changes. Customer's use of credit privileges after such changes have been notified to Customer shall constitute Customer's agreement to any notified changes in Haven Salt Company's terms and conditions of sale.

Printed Name: _____

Authorized Signature: _____ Title: _____ Date: _____

CREDIT TERMS AND CONDITIONS

To the valued customers of Haven Salt Company, LLC:

Please read the following to identify and understand Haven Salt Company credit terms and policies. All sales and orders are subject to these terms and policies.

CREDIT APPLICATION: New customers are required to fill out a credit application. The application must be completed, including three credit / trade references and at least one bank reference for an account and/or credit consideration. **Misrepresentation of any material information by Customer to Haven Salt Company at any time, including in the Customer credit application, shall make the authorized signer of this Credit Application on behalf of Customer personally liable for any unpaid invoices or other amounts due to Haven Salt Company under these terms and conditions.**

CASH PURCHASES: For all purchases made on a cash basis, payment must be received in full before a shipment can be made.

CREDIT TERMS: Credit terms are granted from the date of shipment. Payments are due based upon invoice date, not when an invoice is received.

CREDIT PRIVILEGES: Extension of authorized credit terms is at the discretion of Haven Salt Company, LLC. Credit privileges will be continued contingent upon maintaining the account in a satisfactory condition. Failure to comply with these terms and conditions may result in the suspension of credit, or the requirement to provide an alternate payment instrument or security/collateral for payment. All past due accounts are subject to a service charge of one and one half percent (1.5%) per month on any past due balance. Customer is responsible for all costs of collection and attorneys' fees (and costs) incurred by Haven Salt Company in the event of any past due invoices, whether or not litigation is instituted.

REMITTANCE ADDRESS: All payments can be mailed to the Haven Salt Company, LLC remittance address shown on the invoice. Please return the remittance copy of the invoice or write the invoice number(s) on the check to ensure payments are credited properly. Customers that want to make a payment by credit card may be charged a convenience fee equal to 3% of the payment amount.

CORRESPONDENCE: Inquiries or questions regarding accounts receivable should be emailed to accounting@havensalt.com or mailed to the Credit Department, Haven Salt Company, LLC, 409 North State Street, Clarks Summit, PA 18411.

DISPUTED ITEMS: Customers who dispute the amount of any invoice must mail the payment of the undisputed portion and provide a detailed explanation of the dispute to Haven Salt Company before the applicable invoice is due; otherwise, Customer shall be deemed to have waived any dispute or objection as to the applicable invoice. Customer shall act in good faith to resolve any payment dispute.

PAST DUE NOTICES: Past due notices may be mailed to customers whose accounts have not been maintained in a satisfactory condition. Amounts shown on the past due notices are delinquent and are payable immediately.

COLLECTION OR OTHER ACTIONS: If Customer fails to pay any amount as and when due, Haven Salt Company, LLC may pursue all of its rights and remedies available at law and equity to collect such outstanding amounts including accrued interest, legal fees and costs. Customer shall indemnify and hold Haven Salt Company harmless from and against any and all claims, liabilities, losses, penalties, costs and expenses, including the reasonable fees and disbursements of counsel and all other amounts reasonably paid or incurred by Haven Salt Company arising from any breach or violation of these Terms by Customer or any collection efforts instituted by Haven Salt Company, LLC. Customer consents to exclusive venue and jurisdiction of any dispute arising with respect to any invoice or sale transaction being in any state or federal court located in either Lackawanna County, PA or Philadelphia County, PA.

Printed Name: _____

Authorized Signature: _____ Title: _____ Date: _____



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SALES TAX REQUIREMENTS

Haven Salt Company, LLC is required to collect sales tax from customers on sales which are subject to state, county, local or other sales taxes. Customers who are exempt from sales tax must:

- **Complete the Tax Exemption Certificate Information Section**

And

- **Mail, Fax or email a copy of the Signed Sales Tax Exemption Certificate to:**

Lisa Huffsmith
Haven Salt Company, LLC
409 North State Street
Clarks Summit, PA 18411

Or

Fax - Lisa Huffsmith Credit Department at: (570) 586-0200

Email – lhuffsmith@havensalt.com

TAX EXEMPTION CERTIFICATE INFORMATION

Company

Name: _____

Address: _____

Printed Name: _____

Authorized Signature: _____ Title: _____ Date: _____

**** NOT VALID UNLESS SIGNED ****

☐ **TAXABLE**

Tax– Exempt #: _____ State: ____ Federal ID #: _____

(THE NUMBERS MUST BE VALID FOR SHIP TO OR PICKUP STATE)

This is to certify that all tangible personal property purchased from Haven Salt Company, LLC is or was purchased for the following purposes:

- ☐ Resale as tangible personal property
- ☐ To be incorporated as a material or other tangible property to be produced for sale by assembling, processing or refining manufacturing,
- ☐ Use by government unit or agency (Federal, State or Local)
- ☐ Other: _____

Invoice Email Program

Enrollment Form

You can have your Haven Salt Company invoice directly emailed to your company. There is no cost to you and once enrolled, your invoice will be directly sent to your inbox.

Advantages of the Invoice Email Program:

- Provides you with the ability to file invoices electronically.
- Allows the proper personnel in your company to receive the invoices electronically.
- Enables you to resolve questions regarding the invoice simply by replying to the accounting@havensalt.com email and a team member will review your question and reply with an answer directly back to you.
- Enables you to quickly matchup the invoice with the BOL received from the shipment.

Please provide a primary and secondary e-mail address and the account will be setup to receive invoices via email.

Primary E-mail Address:

Secondary E-mail Address:

- ☐ Yes, please enroll our company in the Haven Salt Company Invoice Email Program
- ☐ No, I would like to receive a traditional paper invoice

Once the enrollment form is received and setup, a test email will be sent out verifying the information and to ensure proper delivery.

If you have any questions, please feel free to call Haven Salt at (570) 586-0100 or email us with your questions to: accounting@havensalt.com

Printed Name: _____

Authorized Signature: _____ Title: _____ Date: _____



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Check By Phone Payment Option Authorization / Enrollment Form

Haven Salt offers a check by phone payment option, which allows customers to pay their invoices over the phone or via fax. Just complete the check authorization/enrollment form and send it to:

Haven Salt Company, LLC
409 North State Street
Clarks Summit, PA 18411

The Check By Phone payment will be applied to your account and you will see the payment reflected on your bank statement as a regular check.

Bank Name:

Bank Routing Number:

(9 Digit Number)

Account Number:

Branch Address:

Printed Name: _____

Authorized Signature: _____ Title: _____ Date: _____