



POTOMAC

CONSTRUCTION INDUSTRIES

411 Auburn Street • P.O. Drawer 768
Martinsburg, West Virginia 25402
304-26-3327 • Fax 304-263-0142
Toll Free 1-866-923-4PCI

WE WILL BEGIN PROCESSING YOUR CREDIT APPLICATION UPON RECEIPT. HOWEVER, THE ORIGINAL APPLICATION AND ORIGINAL SIGNATURE SHEET MUST BE MAILED TO:

POTOMAC CONSTRUCTION IND., INC.
P.O. DRAWER 768
MARTINSBURG, WV 25402

YOUR ACCOUNT CANNOT BE UTILIZED UNTIL THESE DOCUMENTS ARE RECEIVED. THANK YOU!

CREDIT APPLICATION

FIRM OR CORPORATE NAME: _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
TELEPHONE: _____ FAX: _____ FEIN: _____
ALT PHONE #: _____ SS#: _____ HOW LONG IN BUSINESS? _____
E-MAIL ADDRESS: _____

CORPORATION, PARTNERSHIP, LLC OR SOLE PROPRIETORSHIP: _____

OFFICERS/SHAREHOLDERS/MEMBERS:

NAME _____	TITLE _____	SS# _____
NAME _____	TITLE _____	SS# _____
NAME _____	TITLE _____	SS# _____
NAME _____	TITLE _____	SS# _____

BANK REFERENCES: 1) _____	PHONE _____	FAX _____
2) _____	PHONE _____	FAX _____

AMOUNT OF CREDIT REQUESTED: _____

THREE TRADE REFERENCES:

1) NAME _____ PHONE _____ FAX _____
ADDRESS _____

2) NAME _____ PHONE _____ FAX _____
ADDRESS _____

3) NAME _____ PHONE _____ FAX _____
ADDRESS _____

TERMS AND CONDITIONS REGARDING THE EXTENSION OF CREDIT, IF APPROVED, ARE DETAILED IN POTOMAC CONSTRUCTION INDUSTRIES, INC'S CREDIT TERMS AND CONDITIONS. A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN.

POTOMAC CONSTRUCTION INDUSTRIES, INC RESERVES THE RIGHT TO CHANGE THE CREDIT TERMS WITH WRITTEN NOTICE OF SUCH TO CUSTOMER.

BANK AUTHORIZATION

TO WHOM IT MAY CONCERN:

WITH THIS SIGNATURE, I AM AUTHORIZING POTOMAC CONSTRUCTION INDUSTRIES, INC. ACCESS TO CREDIT INFORMATION FROM OUR ACCOUNT. PLEASE ACCEPT THIS AS WRITTEN AUTHORIZATION AND RELEASE ALL RELEVANT AND PERTINENT INFORMATION TO THEM.

NAME OF BANK _____ FAX _____

CONTACT NAME _____

ACCOUNT NUMBERS _____, _____

NAME OF BUSINESS _____

CITY _____ STATE _____

SIGNATURE OF CREDIT APPLICANT

TITLE

DATE

BY SIGNING BELOW, THE INDIVIDUAL, SHAREHOLDER, OFFICER, AND/OR MEMBER GIVES CONSENT TO ANY THIRD PARTY TO PROVIDE CREDIT INFORMATION RELATED TO THE PERSONS AND ENTITIES ASSOCIATED WITH THIS CREDIT APPLICATION AND THE INDIVIDUAL, SHAREHOLDER, OFFICER AND/OR MEMBER AGREES TO INDEMNIFY POTOMAC CONSTRUCTION INDUSTRIES, INC FROM ANY CLAIM ASSOCIATED THEREWITH.

IN CONSIDERATION OF POTOMAC CONSTRUCTION INDUSTRIES, INC., EXTENDING CREDIT PURSUANT TO THIS APPLICATION AND THE POTOMAC CONSTRUCTION INDUSTRIES, INC. CREDIT TERMS AND CONDITIONS, THE UNDERSIGNED AGREES TO ALL TERMS AND CONDITIONS CONTAINED IN THIS APPLICATION AND POTOMAC CONSTRUCTION INDSUTREIS, INC. CREDIT TERMS AND CONDITIONS BOTH INDIVIDUALLY AND ON BEHALF OF THEIR ENTITY, IF APPLICABLE, AND THE UNDERSIGNED HEREBY IRREVOCABLY AND UNCONDITIONALLY GUARANTEES THE CREDIT OF THE APPLICANT.

PRINT NAME _____ **DATE** _____

SIGNATURE _____ **TITLE** _____

PRINT NAME _____ **DATE** _____

SIGNATURE _____ **TITLE** _____

PRINT NAME _____ **DATE** _____

SIGNATURE _____ **TITLE** _____

PRINT NAME _____ **DATE** _____

SIGNATURE _____

TITLE _____

PRINT NAME _____ **DATE** _____

SIGNATURE _____

TITLE _____

PROUDLY SERVING THE FOUR STATE AREA

WEST VIRGINIA

BERKELEY, JEFFERSON & MORGAN COUNTIES

MARYLAND

WASHINGTON COUNTY

PENNSYLVANIA

FRANKLIN COUNTY

VIRGINIA

LOUDOUN, CLARKE & FREDERICK COUNTIES

POTOMAC CONSTRUCTION INDUSTRIES, INC.
CREDIT TERMS AND CONDITIONS

IN CONJUNCTION WITH THE SUBMISSION OF THE ATTACHED POTOMAC CONSTRUCTION INDUSTRIES, INC. CREDIT APPLICATION, THE APPLICANT HEREBY AGREES AND CONSENTS TO THE FOLLOWING TERMS AND CONDITIONS RELATIVE TO THE EXTENSION OF CREDIT, IF APPROVED.

TERMS OF SALE:

1. DISCOUNTS MUST BE EARNED AND MAY BE TAKEN ONLY IF PAID BY THE TENTH DAY AFTER DELIVERY.
2. ALL INVOICES ARE DUE 30 DAYS FROM THE DATE OF THE INVOICE (THE "NET DUE DATE")
3. A SERVICE CHARGE OF 2% PER MONTH WILL BE ADDED TO ACCOUNTS NOT PAID BY THE NET DUE DATE. THIS IS AN ANNUAL PERCENTAGE RATE OF 24%.
4. IF FULL PAYMENT IS NOT RECEIVED WITHIN 10 DAYS OF THE NET DUE DATE, THE ACCOUNT WILL BE PLACED ON HOLD AND NO SHIPMENTS WILL BE MADE UNTIL THE ENTIRE PAYMENT IN QUESTION IS PAID IN FULL.
5. IF FULL PAYMENT IS NOT RECEIVED WITHIN 20 DAYS OF THE NET DUE DATE, THE ACCOUNT WILL BE TRANSFERRED TO OUR LEGAL DEPARTMENT FOR IMMEDIATE COLLECTION.

WE FEEL THAT A SOUND AND EQUITABLE CREDIT POLICY IS AS IMPORTANT TO YOU AS IT IS TO US. PLEASE CONFORM WITH THIS POLICY SO THAT WE MAY CONTINUE TO SERVE YOU.

CONDITIONS OF SALE:

1. PRICES ARE SUBJECT TO IMMEDIATE REVISION TO REFLECT ANY CHANGE IN OUR CURRENT DELIVERED COSTS BY REASON OF AN INCREASE IN THE PRICE OF CEMENT, LABOR, AGGREGATES, TAXES OR GOVERNEMENTAL REQUIREMENTS.
2. CUSTOMER IS TO GIVE REASONABLE NOTICE REGARDING TIME, PLACE, AND RATE OF DELIVERIES.
3. PUBLISHED PRICES ARE BASED ON GOOD ACCESSIBILITY TO JOBSITE POUR. EXTRA COSTS REQUIRED TO GET IN AND OUT OF THE JOBSITE WILL BE PASSED ON TO THE PURCHASER.
4. POTOMAC CONSTRUCTION INDUSTRIES, INC. SHALL NOT BE HELD RESPONSIBLE FOR SUPPLYING MATERIALS AS REQUIRED WHEN PREVENTED FROM DOING SO BY STRIKES, LABOR TROUBLES, OR OTHER REASON BEYOND THE POTOMAC CONSTRUCTION INDUSTRIES, INC. CONTROL.
5. UNLESS YOU HAVE FURNISHED A SPECIAL MIX DESIGN, THE PRICES ARE BASED ON OUR STANDARD MIX DESIGN. LABORATORY COSTS FOR SPECIAL DESIGNS ARE NOT INCLUDED IN QUOTED PRICES AND MUST BE BORNE BY THE CUSTOMER.
6. APPLICATIONS FOR CHARGE ACCOUNTS MUST BE MADE IN WRITTEN FORM AT LEAST TWO FULL BUSINESS DAYS PRIOR TO DELIVERY OF ANY MATERIALS AND SUBMITTED TO THE CREDIT DEPARTMENT FOR APPROVAL. DISPATCHERS DO NOT HAVE AUTHORITY TO OPEN CHARGE ACCOUNTS.
7. IF THE PROJECT IS A GOVERNMENTAL PROJECT, IT SHALL BE THE RESPONSIBILITY OF THE CUSTOMER TO REQUIRE THE GOVERNMENT PROJECT ENGINEER TO SUBMIT PROPER APPROVAL FORMS.
8. ANY DAMAGE DONE TO OR CAUSED BY APPURTENANCES, INCLUDING BUT NOT LIMITED TO STUMPS, BURIED CONCRETE SLABS AND FOOTINGS, SEPTIC TANKS, SPRINKLER SYSTEMS, OR OVERHEAD LOW-HANGING WIRES OR CABLES WHICH ARE NOT ACCURATELY MARKED SO AS TO MAKE US AWARE OF THEIR EXACT LOCATION AND DEPTH, WILL BE THE CUSTOMER'S RESPONSIBILITY AND ANY EXTRA WORK INVOLVED WILL BECOME AN EXTRA CHARGE OVER THE QUOTED PRICE.
9. WE WILL NOT BE RESPONSIBLE FOR CONCRETE STRENGTH FAILURES, SHRINKAGE OR OTHER FAULTS ATTRIBUTABLE TO THE ADDING OF EXCESSIVE WATER TO THE MIX.
10. APPLICABLE SALES TAX WILL BE ADDED TO PRICES IF NO SALES TAX EXEMPTION CERTIFICATE IS FURNISHED.
11. CUSTOMER WILL BE RESPONSIBLE FOR ALL LEGAL COSTS, FEES AND EXPENSES ASSOCIATED WITH THE CUSTOMER'S DEFAULT OF THE TERMS AND CONDITIONS HEREIN.

P L A N T S

KELLY ISLAND RD
MARTINSBURG WV
304-263-1509

BOTTOM ROAD
WILLIAMSPORT MD
301-223-8448

DISPATCH

411 AUBURN ST
MARTINSBURG WV
304-263-1500

BUSINESS OFFICE

411 AUBURN ST
MARTINSBURG WV
304-263-3327
866-923-4PCI