

WELCOME TO TOTAL SOURCE MANUFACTURING

In order to establish a distributor account with Total Source Mfg please complete the application beginning on page 3. To ensure a timely response from your references, please be sure to complete the release authorization on page 4. All documents must be completed before your account can be opened and pricing/availability can be quoted.

Send the completed Distributor Application, Release Authorization and Re-sale Certificate via:

Email: AR@tsmfg.com

Fax: 760-598-2145
ATTN: NEW ACCOUNTS

Following you will find the Terms and Conditions of Sale. Here you will find helpful information about our company policies. Please keep this for your records.

TERMS AND CONDITIONS OF SALE

To place an order: Orders can be placed by phone, fax, e-mail or mail. All orders will be processed within 24 hours.

Phone: 888-460-4440 / 760-598-5599

Fax: 888-966-5550 / 760-598-2145

E-mail: order@tsmfg.com

Mail: Total Source Manufacturing
P.O. BOX 185
Rancho Santa Fe, CA 92067

Important ordering information: Whether ordering by phone, fax, e-mail or mail please have the following information ready.

1. Customer number (if applicable)
2. Shipping address
3. Billing address
4. Telephone number
5. Purchase order number (if applicable)
6. Credit card number (if applicable)
7. Product number and description
8. Quantity, size, and color of product
9. Shipping preference

Minimum order: A minimum order of \$250(U.S.) is required. All orders under \$250 will be subject to a \$10 processing fee. The minimum order requirement also applies to drop shipments.

Delivery: Total Source will ship most orders same day.

Shipping charges: All shipments are F.O.B. Total Source Manufacturing, Vista, CA. Orders are shipped via freight, carrier to be determined by Total Source, unless otherwise specified. Freight is prepaid and added to your invoice. Shipments made by a carrier not specified by Total Source, are shipped freight collect. Shipments are not insured unless requested at the time of the order. Insurance is the responsibility of the buyer, and will be added to the cost of freight.

Payment terms: Credit Card, Prepaid (Bank/Cashier's Check), or terms on approved credit. Total Source reserves the right to charge any credit card on file in the event a past due balance remains unpaid for 45 days or more.

Credit hold: No orders will be entered or shipments made to past due accounts.

Damage claims: The buyer holds title to the goods and is responsible for the settlement of all damage claims once Total Source has delivered the package to the carrier. Total Source will assist you in establishing damage or missing package claims with the carrier if we are notified within 72 hours of receipt of goods. All shortages must be indicated and marked on the signed delivery receipt of goods. This paperwork will then be sent to Total Source to enable us to file a claim with the delivering carrier.

Short ship claims: Claims for short shipments or price discrepancies will only be considered if submitted in writing within 72 hours of the invoice date. All shortages must be indicated and marked on the signed delivery receipt of goods. This paperwork will then be sent to Total Source to enable us to file a claim with the delivering carrier.

Buy back program: A buy back program is offered for all items listed on the distributor price list. Items may be returned up to 30 days after the delivery date. To return products please contact customer service for a return goods authorization (RGA) number. Items will be returned at the current market price to be determined by Total Source. Returned items are also subject to a 25% re-stocking fee. The customer is responsible for shipping fees in sending the merchandise back to Total Source. Non-refundable items include those that are sterile and/or clean items that have been opened, custom or special order items, opened items, and items not purchased from Total Source.

Custom, special, standing, and blanket orders: Custom and special order items may require pre-payment and are final. Blanket and standing orders are available.

Distributors outside the U.S.: If you are a distributor outside the continental United States including Alaska, Hawaii, Puerto Rico, or international, please call for a special agreements package.

Price and terms subject to change without notice



Will you be re-selling the items you purchase from Total Source Manufacturing?

If not, stop here: Because of commitments we have made to our customers, we can only sell our products to resellers. If you will not be reselling the products you intend to purchase from Total Source, we will not be able to establish an account relationship. Call for a distributor near you.



DISTRIBUTOR APPLICATION

A RE-SALE CERTIFICATE MUST ACCOMPANY THIS APPLICATION TO ESTABLISH AN ACCOUNT.

Return completed application to: AR@tsmfg.com OR fax: 760-598-2145

General Information

Legal Business Name: _____ DBA: _____

Mailing Address: _____ Fed Tax ID#: _____

Shipping Address: _____ Year Business Established: _____

_____ Partnership Sole Proprietorship LLC

_____ Corporation, State of _____

Phone: _____ Fax: _____ Website: _____

Contacts

Officer/Owner Name: _____ Email: _____

Authorized Purchaser(s): _____ Email: _____

Accounts Payable: _____ Email: _____

Sales Information

Annual Sales: \$ _____ Requested Credit Limit: \$ _____

Bank Information

Bank Name: _____ Account Number: _____

Address: _____ Phone: _____

_____ Fax: _____

Contact: _____ Contact Email: _____

Trade References: (must have current purchases)

1) Company Name: _____ Phone: _____ Fax: _____

Contact: _____ Email: _____

2) Company Name: _____ Phone: _____ Fax: _____

Contact: _____ Email: _____

3) Company Name: _____ Phone: _____ Fax: _____

Contact: _____ Email: _____

ACCOUNTS THAT HAVE BEEN INACTIVE FOR 12 MONTHS WILL BE CLOSED

Total Source reserves the right to decline credit to the applicant and in the event credit is extended to the applicant, to change or revoke applicant's credit limit on the basis of changes to Total Source's policies or applicant's financial condition and/or payment record.

I (we) promise to pay my (our) account in full within specified in Terms and Conditions. If this account is not paid as agreed a delinquency charge shall be computed at the rate of 18% per annum on the unpaid balance. In the event that it becomes necessary to assign the account for collection, I (we) agree to pay agency fees of one-third and/or if legal action (or appeal) is required I (we) agree to pay reasonable attorney fees and costs that are incurred. If suit is brought venue may be laid in the county or state of creditor's choice.

I hereby certify that the information contained herein is complete and accurate. This information has been furnished with the understanding that it is to be used to determine the amount and conditions of the credit to be extended. Furthermore, I hereby authorize the financial institutions listed in this credit application to release necessary information to the company for which credit is being applied for in order to verify the information contained herein.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

By placing an order with Total Source, you agree to all items listed in Terms and Conditions. Terms and Conditions are subject to change without notice.

TOTAL SOURCE MFG. RELEASE AUTHORIZATION FORM

To be completed and signed by account holder

Business Name: _____ Business Phone: _____
 Business Address: _____ Business Fax: _____

 Bank Name: _____ Account Number: _____
 Bank Address: _____ Bank Phone Number: _____
 _____ Bank Fax Number: _____

Authorized Signature: _____ Date: _____
 Printed Name: _____ Title: _____

To be completed by Bank

Account Opening Date _____
 Average Balance _____ Current Balance _____
 Comments _____

Authorized Signature: _____ Date: _____
 Printed Name: _____ Title: _____

Please Email to: AR@tsmfg.com
 OR
 FAX 760-598-2145

**** ORDER PENDING ****