



Texas Foundation Supply
8020 White Settlement Rd
White Settlement, Tx 76108

phone: 817.367.3877

January 2023

Dear Customer:

We would like to thank you and your companies' support of the products and services offered by Texas Foundation Supply. All payments are due at time of shipment for new customers. As always, your payment at the time of shipment is greatly appreciated.

Please read carefully the enclosed terms and conditions upon which this account has been based. Please fill out the attached forms and remit them at your earliest convenience.

If you have any questions about your account or if we can be of further service to you, please call us at 817-367-3877 and we will be happy to assist you. Please speak with Melinda Stevens if there are any concerns regarding billing or payment.

Thank you for your business with Texas Foundation Supply. We appreciate your patronage and look forward to serving you.

Sincerely,

Melinda Stevens, Accounting
Phone: 817.367.3877
Fax: 817.367.3021
Email: accounting@texasfoundationsupply.com

Enclosures: 4



Customer Form

General

Business Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Billing Address (if different):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Shipping Address (if different):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Receiving Hours: _____

Purchasing

Customer Contact: _____ Title: _____

Email: _____ Phone: _____

Alternate Phone: _____ Fax: _____

Name(s) of additional authorized purchasers for your company:

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____



Accounts Payable

Name: _____ Title: _____

Office Location: _____

Email: _____ Phone: _____

Phone: _____ Fax: _____

Account Terms

Pricing: Pricing on all items and services is subject to change without notice.

Purchasing: Authorized buyers may place orders by means of phone, fax or email.
Sales order confirmation will be sent to the buyer for review and approval.

Delivery: Items ordered may be picked up at our facility with no additional charge.
Freight of items may be arranged at an additional expense.

Payment: All orders are to be paid in full prior to order fulfillment and shipment.
Once a customer relationship is established you may be eligible for a Net 30 account.

Billing: All invoices and order confirmation will be sent to the purchaser.

Returns: Any unused items in their original packaging may be returned within 30 days from purchase date. All returns may be subject to a 15% restocking fee, and must have written approval from our office.

Warranty: We stand behind our products and their manufacturing 100%. Issues of customer abuse and neglect are handled on a case by case basis.