



## TO OUR NEW BUSINESS PARTNERS:

The credit approval process is your vital first step toward a mutually beneficial business relationship with Melmarc Products Inc. Establishing open terms will allow the most efficient method of product purchase and delivery. Please read and complete the enclosed forms carefully. For your reference, they include the following:

1. Preferred Account Application – Standard information about your company, trade and bank references, and your signature indicating acceptance of the stated terms and conditions.
2. Bank Authorization – Information about your bank accounts and your signature authorizing the bank to release certain balance data.
3. Blanket Certificate of Resale – Provide your seller's permit number for product purchased for resale. Please remember that samples, artwork, art production time, etc., are subject to sales tax.
4. Self-Insurance Agreement – Your signature indicates you have extended the coverage of your insurance on "inventory at other locations" to include Melmarc Products Inc (there should be no additional premium charge on your policy), and you release Melmarc Products Inc from liability for unintentional damage to your inventory.

You may FAX these documents (714-384-6833) to expedite the approval process or mail documents to Melmarc 4040 West Carriage Drive, Santa Ana, CA 92704, Attn: Credit Department.

With the cooperation of your bank and trade references, we will do our best to process your credit application quickly. However, until we have received, processed and approved your application, all orders will be taken on a COD basis. In addition, some orders may require a 50% deposit prior to beginning any work, with the balance due upon completion.

Please direct your questions to the Credit Department at (714) 549-2170, Ext. 1136. We appreciate the opportunity to provide our services.

In addition, the remaining page outlines supplemental information that will further enhance our ability to serve your needs.

If you have a formal Vendor Compliance Manual, or similar document, please include a copy with your credit information. Otherwise, please consider the following list and provide us with all applicable information as soon as possible:

- Company Policies – Unique policies regarding terms & conditions, payment methods & procedures, confidentiality, or chargebacks.
- Production Planning and Work In Process – Shipping schedules, PO log, Production or Delivery Change Notification.
- Delivery Procedures – All required documentation.
- Production Approval and Sample Requirements – Fabric, trim, product development, or quality assurance.
- Delivery Procedures – Advanced Ship Notification, packing slip.
- Packing Standards – Carton size, maximum weight, packing requirements, carton marking
- Finishing Standards – Barcode labels, hangtags, header card, polybags.
- International Shipping – Required export documentation.

Sincerely,

**Melmarc Products Inc**

