



**RTI LABORATORIES, INC.
APPLICATION FOR CREDIT APPROVAL**

COMPANY INFORMATION:

Company Name: _____ Phone: _____

Address: _____ Fax: _____

A/P Contact: _____ AP Email: _____

P.O. Required: Yes/No (circle one)

A/P Contact Telephone # _____

COMPANY BACKGROUND:

A/P Contact Fax # _____

Type of Business _____ Years in Business: _____

Related Parties/ Business/ Parent Company: _____

Business Structure (Check One): Individual _____ Partnership _____ Corporation _____

If a corporation, are you publicly or privately owned? _____

Name of CEO/ Principal _____ Annual Sales _____

CREDIT REFERENCES:

BANK	PHONE NUMBER	ACCOUNT NUMBER

TRADE REFERENCES:

COMPANY	CONTACT	PHONE NUMBER

READ CAREFULLY: We agree to keep within your terms if granted an open account. Should this account ever become delinquent, and it becomes necessary to employ a collection agency to collect or commence suit to enforce payment, we agree to pay a reasonable additional sum as collection and attorney fees, as well as cost of such suit, principle, and interest, payable in lawful money of the United States. We hereby authorize all the above references to supply you with reference information. All statements made herein are true and accurate to the best of our knowledge.

Signature of Officer: _____ Date: _____

Print Name: _____ Title: _____

RETURN TO:

Redina Zhobro, Credit Department, RTI Laboratories, 33080 Industrial Road, Livonia MI 48150. Fax 734-744-5022 or by email rzhobro@rtilab.com

FOR RTI USE ONLY:

Date Approved	Terms	Credit Limit	Approved By

Credit Policy

- All invoices are due and payable net 30 days.
- There may be a service charge of 1.5% on any invoice over 30 days past due.
- Any unpaid invoice, which reaches 60 days from the date of invoice, will result in suspension of open credit and any pending work orders will be released on a C.O.D. basis. Access to the online system 'Flashpoint' will also be suspended at this time.
- Once an account has been suspended, credit arrangements must be made before it can be reopened and a credit report may be generated to ensure creditability.
- Any unpaid invoice, which reaches 90 days, will result in legal action/collections being taken. You will be responsible for all legal and collection costs at this time.

I/we *understand* the above credit policy, and *agree* to adhere to these terms and conditions specified.

Company Name

Authorized Name	Title	Signature	Date
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C.E.O./Owner Name	C.E.O./Owner Signature	Date
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33080 Industrial Road • Livonia, Michigan 48150-1827
Phone (734) 422-8000 • Fax (734) 744-5022
Website www.rtilab.com



RTI LABORATORIES, INC.

January 30, 2013

Dear RTI Client:

Re: Credit Card Payments

Please be advised that due to the rising costs of credit card processing, beginning February 1, 2013, RTI will be enforcing a 6% fee to all invoices to a credit card.

RTI strives to give our clients the best service at the most competitive price. These fees are to ensure that we can continue to bring you quality service and control our costs. We thank you and sincerely appreciate your business.

If you prefer to avoid this fee, RTI also accepts cash, bank drafts, checks or money orders. We are also able to accept electronic funds transfers through the ACH system using the information provided below.

Comerica Bank
31425 Five Mile Rd
Livonia, MI 48154
Account # 1851604866
Routing # 072000096
Swift Code MNBDUS33

Our terms upon receipt of invoice continue to be net 30 days, please make every effort to process payment in that time. If your company requests a purchase order number for payment please make sure this is filled out completely on the chain of custody when samples are received by our laboratory.

If you have any questions please call, thank you for your cooperation in this matter.

Regards,
Redina Zhobro
Administrative Assistant
rzhobro@rtilab.com