



MONROE EQUIPMENT, INC.

N50 W13941 Overview Drive, Menomonee Falls, WI 53051
P.O. Box 100, Butler, WI 53007

www.monroeequipment.com Phone: (262) 783-8190 Fax: (262) 783-8180

Dear Sir or Madam,

We are pleased to provide you with a credit application and look forward to doing business with you. Please complete the enclosed application and Personal Guaranty and return them to us at your earliest convenience.

If you have a tax number and are eligible for tax exemption, complete the enclosed Wisconsin Resale Certificate and return it for our files. If the Resale Certificate is not complete and your account is approved, it will be set up to automatically charge you any applicable state and county tax.

We request a Certificate of Insurance with a suggested minimum of \$500,000 in liability coverage to be furnished by your firm. Call or write your insurance company and request that a certificate be sent to Monroe Equipment as soon as possible. Please make sure all documents are signed and dated upon returning them.

You may fax a copy of the completed application to (262) 783-8180 to expedite establishing an account. We do, however, request the originals be returned by mail to Monroe Equipment, Inc., P.O. Box 100, Butler, WI 53007.

Should you have any questions regarding our credit policy, please feel free to contact me.

Respectfully yours,

MONROE EQUIPMENT, INC.

Lisa Swance
Vice President of Finance

Enclosures



MONROE EQUIPMENT, INC.
P.O. BOX 100
BUTLER, WI 53007
Phone (262) 783-8190 Fax (262) 783-8180

APPLICATION FOR ACCOUNT

(Incomplete Forms Will Not Be Processed)

COUNTY _____

LEGAL COMPANY NAME _____
DBA (if different) _____
BILLING ADDRESS _____ CITY, STATE, ZIP _____
SHIPPING ADDRESS _____ CITY, STATE, ZIP _____
PHONE # _____ FAX# _____ CELL # _____
WEBSITE ADDRESS _____ EMAIL ADDRESS _____

Desired Credit Limit: _____ Anticipated Annual Purchases: _____ Federal I.D.# _____
Sales Tax Exempt # _____ Year Established _____ Type of business: _____
Ownership: Corporation____ Partnership____ Proprietor____ Certificate of Insurance: Enclosed____ Sending____
Purchase Type (check **all** that apply): Parts____ Equipment: Residential____ Commercial____ New Construction____
Purchase Order # Required? _____ Purchasing Contact _____ A/P Contact _____

Invoice Delivery Method (Check ONE): Email _____ Fax _____ Print _____
(We will use the appropriate address listed above unless otherwise stated.)

OWNER/OFFICER INFORMATION

Name & Title	Home Address	Social Security #

BANK REFERENCE

Name of Bank	Officer
Address	Phone
City, State, Zip	Account #

SUPPLIER REFERENCES

Name	Account #	Phone
Address		Fax
Name	Account #	Phone
Address		Fax
Name	Account #	Phone
Address		Fax

TERMS OF SALE

- 1 ½% Cash discount if payment is received in our office between the 1st and 5th of the month following invoice date.
- ¾% Cash discount if payment is received in our office between the 6th and the 15th of the month following invoice date.
- NET If payment is received in our office between the 16th and the 25th of the month.
- 1 ½% Service charges will be applied to invoices not paid by the 15th of the month following their due date. Service charges will be prorated on a daily basis after the 15th.

Discounts taken on payments made beyond the discount date will be charged back.

I/we hereby authorize you, any credit bureau, or other investigative agency employed by you, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my credit and financial responsibility. I/we hereby also agree to paying late payment charges of 1 ½% per month (18% per annum) which will be charged on all amounts that are not paid by the first of the month following discount date, unless otherwise stated. I/we further agree to pay all collection costs and expenses, including reasonable attorneys' fees incurred by Monroe Equipment, Inc. if account is placed for collection. Should credit availability be granted by Monroe Equipment, Inc., all decisions with respect to the extension or continuation, shall be in the sole discretion of Monroe Equipment, Inc. Monroe Equipment, Inc. may terminate any credit availability within its sole discretion.

Signature _____ Title _____ Date _____
Signature _____ Title _____ Date _____
Signature _____ Title _____ Date _____

***ALL OFFICERS/OWNERS MUST SIGN THIS PAGE**

MONROE EQUIPMENT CUSTOMER CREDIT POLICY

1. A completed credit application is required prior to opening an account.
2. Personal Guarantees are required of all customers.
3. Liability Insurance Certificate shall accompany credit applications.
4. Credit limits will be reviewed periodically and adjusted according to customer performance.
5. No post-dated checks shall be accepted for a C.O.D. shipment.
6. Checks returned NSF from the bank shall be covered by certified check **before** the next shipment will be made (or NSF check has cleared). A \$20.00 fee will be applied to the account for any returned checks.
7. Monroe Equipment, Inc. reserves the right to close an account at their discretion.

TERMS OF SALE

- 1 ½% Cash discount if payment is received in our office between the 1st and 5th of the month following invoice date.
- ¾% Cash discount if payment is received in our office between the 6th and the 15th of the month following invoice date.
- NET If payment is received in our office between the 16th and the 25th of the month.
- 1 ½% Service charges will be applied to invoices not paid by the 15th of the month following their due date. Service charges will be prorated on a daily basis after the 15th.

Discounts taken on payments made beyond the discount date will be charged back.

OPTIONAL QUANTITY DISCOUNTS

- 3% Cash discount if payment is received in our office between 1st and the 5th of the month following invoice date when purchasing 6 major pieces of equipment. (Or 1 ½% if paid between 6th-15th).
- 5% Cash discount if payment is received in our office between 1st and the 5th of the month following invoice date when purchasing 12 major pieces of equipment. (Or 2 ½% if paid between 6th-15th).

Quantity discount not applicable to special quotes.

Account must be entirely current to take advantage of any discounts.

WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

Check One **Single Purchase**

Continuous

Continuous

Purchaser's Business Name	Purchaser's Address
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The above purchaser, whose signature appears on the reverse side of this form, claims exemption from Wisconsin state, county, baseball or football stadium, and premier resort sales or use tax on the purchase, lease, or rental of tangible personal property or taxable services, as indicated by the box(es) checked below.

I hereby certify that I am engaged in the business of selling, leasing, or renting: _____

(Description of Property or Services Sold by Purchaser)

General description of property or services purchased (itemize property purchased if "single purchase"): _____

Seller's Name	Seller's Address
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PROPOSED EXEMPT USE

Resale (Enter purchaser's seller's permit or use tax certificate number) _____

Manufacturing

- Tangible personal property becoming an ingredient or component part, or which is consumed or destroyed or loses its identity, in the manufacture of tangible personal property destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, installation, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed thereon. Tools used to repair exempt machines are not exempt.
- Fuel and electricity consumed in manufacturing tangible personal property (effective January 1, 2006).
Percent of fuel exempt: _____ % Percent of electricity exempt: _____ %
- Portion of the amount of fuel converted to steam for purposes of resale. (Percent of fuel exempt _____ %)

Farming

(To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, or custom farming services.)

- Tractors (except lawn and garden tractors) and farm machines, including accessories, attachments, parts and repair service.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Baling twine and baling wire.
- Breeding and other livestock, poultry, and farm work stock.
- Containers for fruits, vegetables, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, medicine for farm livestock, and milk house supplies.
- All-terrain vehicles (ATV) used exclusively in farming.

**Federal and Wisconsin
Governmental Units**

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States or by a corporation wholly owned by the United States.
- State of Wisconsin or any agency thereof; Local Exposition District, Professional Baseball Park District, or Professional Football Stadium District.
- Wisconsin county, city, village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, uptown business improvement districts, local cultural arts district, and Fox River Navigational System Authority.
- Wisconsin public schools, school districts, universities, and technical college districts.
- County-city hospitals or UW Hospitals and Clinics Authority.
- Sewerage commission, metropolitan sewerage district, or a joint local water authority.

Other

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
- Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC or IC No. _____.
- Items or services purchased directly by and used by religious, charitable, educational, scientific, or other organizations holding a Wisconsin Certificate of Exempt Status. CES No. _____.
- Tangible personal property to be resold by _____ on my behalf where _____ is registered to collect and remit sales tax to the Department of Revenue on such sales.
- Tangible personal property or services purchased by a Native American with enrollment # _____, who is enrolled with and resides on the _____ Reservation, where buyer will take possession of such property or services.
- Tangible personal property becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility.
- Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility. (Percent of electricity or natural gas exempt _____%)
- Electricity, natural gas, fuel oil, propane, coal, steam and wood used for fuel for **residential** or **farm** use.

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential	_____ %	_____ %	_____ %
<input type="checkbox"/> Farm	_____ %	_____ %	_____ %

Address Delivered: _____

- Percent of printed advertising material solely for out-of-state use. _____%
- Other purchases exempted by law. (State items and exemption). _____

I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.

Authorized Signature	Title	Date
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(DETACH AND PRESENT TO SELLER)

INSTRUCTIONS

This certificate may be used to claim exemption from Wisconsin state, county, baseball and football stadium, and premier resort sales or use taxes and replaces all sales and use tax exemption certificates, except for the following: Certificate of Exemption for Rental Vehicles (Form RV-207), Construction Contract Entered Into Before the Effective Date of County or Football Stadium Tax (Form S-207CT), and a Wisconsin Direct Pay Permit. **(Note:** Form S-211 may be used by a purchaser claiming the direct pay exemption, if the purchaser checks the “other purchases exempt by law” line and enters all the required direct pay information.)

Under the sales and use tax law, all receipts from sales of tangible personal property or taxable services are subject to the tax until the contrary is established. However, a seller who accepts in “good faith” a valid exemption certificate is relieved of any responsibility for collection or payment of the tax upon transactions covered by the certificate. A valid certificate is one which is completely filled in and discloses a specific exemption claim appropriate to the business or activity being conducted by the purchaser. The seller should be familiar with the various exemption requirements and the instructions for using this certificate.

RESALE: A purchaser using the resale exemption is attesting that the tangible personal property or taxable services being purchased will be resold, leased, or rented. However, in the event any such property is used for any purpose other than retention, demonstration, or display while holding it for sale, lease, or rental in the regular course of business, the purchaser is required to report and pay the tax on the purchase of the property.

The following purchasers may make purchases for resale even though they do not hold a Wisconsin seller’s permit or use tax certificate: (a) A wholesaler who only sells to other sellers for resale may insert “Wholesale only” in the space for the seller’s permit number; (b) A person who only sells or repairs exempt property, such as to a manufacturer or farmer, may insert “Exempt sales only”; (c) A nonprofit organization may insert “Exempt sales only” if its subsequent sales of the tangible personal property or taxable services are exempt as occasional sales; or (d) A person registered as a seller in another state who makes no taxable retail sales in Wisconsin may insert the name of the state in which registered and that state’s seller’s permit or use tax certificate number. However, a supplier may not accept the resale exemption from a business not holding a Wisconsin seller’s permit or use tax certificate, if the sale involves the supplier’s delivery of goods to a consumer in Wisconsin (i.e., drop shipment).

A resale exemption may be granted if the purchaser is unable to ascertain at the time of purchase whether the property will be sold or will be used for some other purpose. If the items are used in a taxable manner, then sales or use tax is due on the purchase of the items.

MANUFACTURING: “Manufacturing” is defined as “*the production by machinery of a new article with a different form, use and name from existing materials by a process popularly regarded as manufacturing.*”

FARMING: This certificate may not be used by farmers to claim exemption for the purchase of motor vehicles or trailers for highway use, lawn or garden tractors, snowmobiles, or for items used for the personal convenience of the farmer. When claiming an exemption for an ATV which is also registered for public use, a written description including the percentages of time for personal and farm use, must be submitted with the ATV Registration Application.

Gross receipts from the sale of electricity, natural gas, and other fuels for use in farming are exempt all 12 months of the year. Farmers claiming this exemption should check the box for electricity and fuel located in the “Other” section.

This certificate cannot be used as an exemption for paying Wisconsin motor vehicle fuel tax.

FEDERAL AND WISCONSIN GOVERNMENTAL UNITS: This exemption may only be accepted from federal and Wisconsin governmental units and replaces the requirement for having a purchase order from the governmental unit or recording on invoices the Certificate of Exempt Status (CES) number of the governmental unit. Governmental units of other countries and states may not use this exemption certificate. The governmental unit should check the box that best describes their unit of government.

OTHER:

Containers: This exemption applies regardless of whether or not the containers are returnable. Containers used by the purchaser only for storage or to transfer merchandise owned by the purchaser from one location to another do not qualify for the exemption.

Common or contract carriers: The exemption available to common or contract carriers for certain vehicles and repairs listed on this certificate applies only to those units used “exclusively” in such common or contract carriage. The fact that a carrier holds a LC or IC number is not in itself a reason for exemption.

Organizations holding a Certificate of Exempt Status

(CES) number: Sales of tangible personal property or taxable services sold “directly” to certain nonprofit organizations are exempt only if the organization holds a CES number issued by the Wisconsin Department of Revenue. However, a similar out-of-state organization may use this exemption to purchase without tax even though it has not been issued a Wisconsin Certificate of Exempt Status number. Note: Governmental units from other states do not qualify for this exemption. Taxable charges (for lodging, meals, auto rental, etc.) incurred by an employee of an exempt organization when the employee is on a business trip are exempt, provided the retailer issues the billing or invoice in the name of the exempt organization, the Certificate of Exempt Status number is entered on the billing or invoice, and the retailer retains a copy of that document.

Waste treatment facilities: The exemption applies to the sale of tangible personal property to a contractor for incorporation into real property which is part of an industrial or commercial waste treatment facility that qualifies for property tax exemption or a Wisconsin or federal governmental waste treatment facility.

Electricity, natural gas, fuel oil, coal, steam and wood used for fuel:

Gross receipts from the sale of electricity and natural gas for residential use during the months of November through April are exempt from sales and use tax.

Gross receipts from sales of fuel oil, propane, coal, steam, and wood used for fuel sold for residential use are exempt from sales or use tax.

Gross receipts from the sale of fuel and electricity for use in farming are exempt all year. This exemption does not include lubricants (e.g., oils) and antifreeze.

A retailer of electricity, fuel, or natural gas shall have a signed exemption certificate for exempt sales for residential or farm use unless any of the following apply:

1. 100% of the electricity, fuel, or natural gas is for exempt use.
2. The sale is to an account which is properly classified as residential or farm pursuant to schedules which are filed for rate tariff with the Wisconsin Public Service Commission which are in force at the time of sale.
3. The sale is to an account which is properly classified as residential or farm for classification purposes as directed by the Federal Rural Electrification Administration.

“Farm use” means used in farming, including use in a tractor or other farm machines used directly in farming, in a furnace heating a farm building, in providing lighting in farm buildings, and use in operating motors of machines used directly in farming.

“Residential use” means use in a structure or portion of a structure which is a person’s permanent principal residence. It does not include use in motor homes, travel trailers, other recreational vehicles, or transient accommodations. “Transient accommodations” means rooms or lodging available to the public for a fee for a continuous period of less than one month in a building such as a hotel, motel, inn, tourist home, tourist house or court, summer camp, resort lodge, or cabin.

Other purchases exempted by law include:

1. Printed material which is designed to advertise and promote the sale of merchandise, or to advertise the services of individual business firms, which printed material is purchased and stored for the purpose of subsequently transporting it outside the state by the purchaser for use thereafter solely outside the state.
2. Parts, supplies, or repairs for a school bus used exclusively as a contract carrier pursuant to a contract with a school or other organization.
3. Waste reduction and recycling machinery and equipment, including parts and repairs, which are exclusively and directly used for waste reduction and recycling activities.
4. Railway cars, locomotives, and other rolling stock used in railroad operations, or accessories, attachments, parts, lubricants, or fuel therefor.
5. Commercial vessels and barges of 50-ton burden or over engaged in interstate or foreign commerce or commercial fishing, and accessories, attachments, parts, and fuel therefor.

QUESTIONS: If either the purchaser or the seller has any questions regarding the completion or use of this exemption certificate, please contact the department by:

Telephone: (608) 266-2776

Fax: (608) 267-1030

E-mail: sales10@dor.state.wi.us

Write: Wisconsin Department of Revenue
PO Box 8949
Madison WI 53708-8949

Website: www.dor.state.wi.us