

Westwind Wood Specialties

Credit Policy

Effective April 1, 2012

All new customers are placed on cash on delivery (COD) status. All new customers desiring to pay in any other way besides COD/Cash must fill out the "**Bank Check/E-Check/Credit Card Authorization Form**". All new customer orders must fulfill some sort of payment prior to any product being shipped. E – Check, Credit Card, or Wire Transfer information should be obtained at time of order to reduce any delay in shipment. Any failure to provide the necessary payment information, could delay the shipment.

Note: Please confirm that all information is accurate to ensure timeliness of approval.

- Options for new customers:
 - Credit Card
 - E – Check – Most Desirable for Westwind.
 - Wire Transfer
 - COD Delivery – Cash, Cashiers Check, or Money Order.
 - Pre-Pay

All customers desiring to write a company check must fill out the "**Bank Check/E-Check/Credit Card Authorization Form**". Westwind will expedite the approval process as quickly as possible, but it is important that all pieces of information are fully and properly filled out. Any failure to provide the necessary information could delay approval process. Once the approval is received, the customer will be able to write company checks as payment for COD Deliveries.

Note: Please confirm that all information is accurate to ensure timeliness of approval.

- Payment Options for all Open Account customers
 - Credit Card
 - E – Check
 - Wire Transfer
 - Bank Check

All customers desiring open account status must fill out the "**Bank Check/E-Check/Credit Card Authorization Form**", as well as the "**Open Credit Application Form**". These must be filled out in full, or something of the equivalent must be provided, to begin the process of establishing credit. Any failure to provide the necessary information could delay approval process. Once the approval is received, the customer will be given an open account with 30 day credit terms.

Note: Please ensure that all information is accurate to ensure timeliness of approval.

- Payment Options for all Open Account customers
 - Credit Card
 - On Open Accounts, Credit Card must be used within 5 days of shipment to avoid a 3% service charge. Credit Cards used after the 5 day will be charged an extra 3% to cover charges incurred by Westwind.
 - E – Check
 - Wire Transfer
 - Bank Check