



P.O. Box 65446 • Salt Lake City, UT 84165-0446  
(801) 487-6266 • Fax (801) 486-4243

Dear New Customer,

We appreciate the opportunity to build your printed circuit boards. PTI takes pride in meeting its customers' needs by offering a reliable custom product that is within specifications, competitively priced, and delivered on time. We have worked hard to build our reputation for giving a dependable service to our customers so that our customers can also strengthen their businesses.

Part of building a successful working relationship is having the right contact information to provide comfort that your circuit boards are being built according to your specifications. Having the financial agreements made prior to incurring any costs by either party will also guarantee fewer misunderstandings at the time of shipping.

This online packet of our New Customer forms contains the information we will need to get your company set up in our open-account customer base, and be prepared to process your first order when you are ready to order from us. Please scan and email the completed forms to [frontoffice@circuitboards-pti.com](mailto:frontoffice@circuitboards-pti.com), fax to 801-486-7148 Attn: Front Office, or send by US Mail to the address shown above on our letterhead. Required are the following completed and signed forms:

Resale Certificate  
Credit Application, pages 1 and 2  
Standard Policies

**All initial new-customer deliveries required in less than two weeks** will need to be paid with a **credit card** prior to starting the order. We will try to establish your credit as soon as possible.

You can reach all our departments at 801-487-6266.

We look forward to a successful long relationship with your company.

Sincerely,

Brooke Parsons  
Office Manager



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**RESALE CERTIFICATE**

Utah State Sales and Use Tax Law requires that we receive and keep on file tax information on all of our customers and accounts.

Please complete the following information and return it to us as soon as possible. We must have this information in order to process and open an account for your company.

Thank you for your cooperation,

Precision Technology, Inc.

FIRM NAME \_\_\_\_\_

I HEREBY CERTIFY.....That we hold a valid seller's permit as follows:

Number \_\_\_\_\_ State \_\_\_\_\_

That the tangible personal property described herein which I shall purchase from:

**PRECISION TECHNOLOGY, INC.**

Will be resold by me in the form of tangible personal property; PROVIDED, however, that in the event any of such property is used for any purpose other than retention, demonstration, or display while holding it for sale in the regular course of business, it is understood that I am required by the Sales and Use Tax Law to report and pay for the tax, measured by the purchase price of such property.

Description of property to be purchased: **Unpopulated Custom-Manufactured Printed Circuit Boards**

Dated: \_\_\_\_\_ 20 \_\_\_\_\_ Signature \_\_\_\_\_

At \_\_\_\_\_ By and Title \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_





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**Page 2, Terms and Conditions**

For the purposes of procuring and establishing credit from time to time with PRECISION TECHNOLOGY, INC., (herein referred to as PTI), the undersigned applicant(s) for credit, or any or either of them, or otherwise, collectively referred to as "CUSTOMER" agrees to be bound by the terms and conditions hereinafter set forth, which are incorporated by reference herein. Furthermore, the applicant(s) represent the information set forth in this credit application is true and accurate. The undersigned applicant(s) for credit authorize PTI to contact for further information any and all trade, bank and other references.

1. Terms of payment on invoices from PTI are NET 30 DAYS unless otherwise stated on invoice.
2. Should customer fail to pay any invoice when due, Customer hereby agrees to pay monthly late charges equal to 1-1/2 percent per month (18% APR) of balances outstanding 60 days and over.
3. Customer agrees to pay all costs and attorney fees incurred in collection of all past due invoices and accounts.
4. Claims regarding incorrect quantities, defective goods, non-conformance to specifications, or any other discrepancy must be made in writing within 30 days after receipt of the goods. Failure to do so will relieve PTI of any responsibility for credit or replacement of goods.
5. No goods can be returned without prior authorization by PTI.
6. Should any tax hereafter imposed by law, Government agency, and/or board, affect the goods hereinafter, Customer agrees to pay such tax in addition to the amount of each invoice at the same time invoice becomes due and payable.
7. Should any Customer checks be returned by their bank for the reason of insufficient funds, Customer agrees to pay (\$15.00) as a handling charge for each check returned to PTI.
8. PTI shall not be liable for failure to deliver goods or delays in delivery of goods occasioned by causes beyond its control, including without limitation; strikes, lockouts, fires, embargoes, war or other outbreak of hostilities, acts of God, inability to obtain shipping space, machinery breakdowns, delays or carriers or suppliers and governmental acts or regulations.
9. PTI reserves the right at any time to revoke any credit extended to Customer because of Customer's failure to pay for goods when due or for any other reason deemed good and sufficient by it. Payment is due at P.O. Box 65446, Salt Lake City, UT 84165-0446.
10. Customer certifies that the information presented by the Customer in this application is true and correct. PTI is authorized to contact all references contained in this application who are authorized to release any information to it relating to Customer's credit herein.
11. In addition to the above credit references provided by the Customer, PTI may check Customer's credit history with major reporting agencies such as Dun & Bradstreet.
12. As part of the credit approval process, PTI may ask the Customer to provide financial statements or personal guarantees depending on Customer financial strength and credit history.

**The undersigned has read this Credit Application and agrees to be bound by its statements, terms and conditions.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title (Corporate Officer, Owner, Partner or designated financial manager)

**FOR OFFICE USE ONLY**

D & B	TAX CERTIFICATE NO.		SALESMAN'S NAME	SALESMAN'S NO.
CREDIT LINE	APPROVED BY	DATE	ACCT. NO.	CREDIT CODE



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### Standard Policies

1. Documentation Requirements:
  - a. Gerber data for all layers.
  - b. NC drill file
  - c. Drill hole sizes
  - d. Rout outline
  - e. Array configuration and fabrication style (score or tab rout array).
  - f. Read me files listing manufacturing specifications.
2. Standard Terms: Net 30 day, upon credit approval, FOB Salt Lake City, Utah (Credit Cards Accepted)
3. Quoted Prices:
  - a. Valid for 60 days from date quoted.
  - b. All prices are estimates pending a review of the gerber data.
  - c. Sales tax of any kind is not included in the quoted process.
  - d. Unless otherwise stated quotes are based upon boards being manufactured to IPC-A-600 Class 2 latest revision.
  - e. Pricing is subject to change if the manufacture requirements of the actual board are found to differ from the quoted price. Any change to a quoted price will occur before the manufacturing process begins. The customer will be contacted and must approve a price change before manufacturing may begin.
  - f. Deliver: The quoted start time and date is based up on the projected work load and available information. The actual delivery date is established on the receipt of the order and/ or acceptance of the information necessary to manufacture the order. (ex: gerber data, drill information, etc...)
  - g. Purchase orders received after 11:00 am Utah time will start on the next day. Quoted lead times will reflect starting on the next day.
  - h. Quoted lead times reflect Precision Technology, Inc. business days. Standard business days are Monday through Friday with the exception of holidays. A week lead time refers to 5 business days.
  - i. Testing: Quoted prices do not include testing costs unless specifically noted. Test fixture charges includes pin rental. Note: all multi-layer boards and double sided boards with a finished hole size of .015" or less require testing.
  - j. Tooling: Setup and tooling charges include photo tooling, drill tooling, fabrication tooling, and shop documentation. Such tooling is not released from Precision Technology, Inc.'s custody.
  - k. Tooling: Retained for a maximum of 2 years beyond the last order date.
4. Liability:
  - a. Supplied product from Precision Technology, Inc. found to be defective will be replaced at no charge to the customer.
  - b. Defective product supplied by Precision Technology, Inc. must be returned to Precision Technology, inc. via our Return Material Authorization (RMA) system with an RMA#.
  - c. Credit or replacement bare circuit boards are issued only after the review of defective parts by Precision Technology, Inc.
  - d. Liability of defective product supplied by Precision Technology, Inc. is limited to the replacement of the bare printed circuit board and does not include any component liability.
  - e. Precision Technology, Inc. will not accept any charges for repair or reword of defective boards that has not been previously approved by Precision Technology, Inc.
5. Order Cancellation:
  - a. A cancellation charge will be issued for any product cancelled after engineering and / or manufacturing begins. The charge is assessed by the percent completion of the order in process.

SIGN \_\_\_\_\_

DATE \_\_\_\_\_