



Thank you for considering TESSCO as Your Total Source®.

Partnering with TESSCO puts you in control of your procurement, inventories and financing.

We look forward to the opportunity to fulfill your product and supply chain requirements.

After reviewing the enclosed information, please complete the attached forms. TESSCO's Credit and Financing Solutions go beyond just open terms... we strive to support your credit and financing needs.

Account Set Up Form

Doing Business With TESSCO (Terms & Conditions)

Bank Reference Form

Personal Guaranty

Credit Card/Drop Ship Authorization Form

Customer Payment Instructions

Customer Payment Instructions *For Canadian Customers Only*

Thank you,
Credit & Finance Team
PH: 410-229-1395
FX: 410-229-1005
email: cfs@tessco.com

Pending Order

ACCOUNT SET UP FORM

▶ HELP US ELIMINATE DELAYS IN PROCESSING - SUBMIT FULLY-COMPLETED, SIGNED & DATED DOCUMENTS ◀

Legal Entity Name: _____ TESSCO Account #: _____
dba (if applicable): _____ Billing Address: _____
Date company established: _____ City, State, Zip: _____
Principal's/Officer's Name: _____ Phone: _____
Principal Officer's Email: _____ Fax: _____

Type of Organization: Corporation Limited Liability Company Government//Municipal Partnership Sole Proprietorship

Division of / Subsidiary of: _____

Federal ID # (in absence of Federal ID #, provide Social Security #) : _____

State Sales Tax Exempt: Yes No **If answered yes, include copy of Exemption/Resale Certificate or Direct Pay Permit.**
Blank State Tax Exemption/Resale Certificates are provided at www.tessco.com/go/tax.

Agreement to Terms and Conditions of Sale

By your signature below, you agree that all sales by TESSCO (including any of its subsidiaries) to you shall be subject solely to TESSCO's Terms and Conditions of Sale ("TESSCO's Terms and Conditions"), which you have read and understand. A copy of TESSCO's Terms and Conditions as currently in effect is available on www.tessco.com. TESSCO reserves the right to modify TESSCO's Terms and Conditions from time to time. Your purchases will be subject to those in effect at the time you place your order, as reflected on www.tessco.com. Any terms and conditions on your purchase order or other forms that may vary from, conflict with, or purport to add to TESSCO's Terms and Conditions shall not apply, even though your form may state otherwise. TESSCO hereby objects in advance to all such terms and conditions. You hereby authorize TESSCO to obtain information about you (including any guarantors) from credit reporting agencies, and to exchange information about your relationships.

Company Name & Address: _____

Signature of Authorized Person

Date

Print Name

Print Title

PAYMENT TERMS SELECTION

- | | |
|--|--|
| <input type="checkbox"/> TESSCO Open Account | Complete the Credit Application Below |
| <input type="checkbox"/> Prepayment – Wire | Requires confirmation of receipt of wire, according to Payment Instructions |
| <input type="checkbox"/> EFT | Requires Reference on minimum 2-yr old bank account showing average balance at least equal to order amount |
| <input type="checkbox"/> Prepayment – Company Check | Requires Reference on minimum 2-yr old bank account showing average balance at least equal to order amount |
| <input type="checkbox"/> Credit Card | Requires a completed Credit Card Authorization Form |
| <input type="checkbox"/> COD – Company Check | Requires Reference on minimum 2-yr old bank account showing average balance at least equal to order amount |

↓ CREDIT APPLICATION ↓

If your business is less than 2 years old, or you desire to enhance your business credit capacity by using your personal credit history, please complete and return the [Personal Guaranty Form](#).

DUNS#: _____ State Business Registration #: _____

Credit Limit Requested: _____ Have your bank complete and return the [Bank Reference](#)

Accounts Payable Contact: _____ Phone: _____ Email: _____

We would like to conveniently receive our invoices via Email: **Yes** **No**

General Accounts Payable Department Email Address: _____

By providing the credit information in this application, you are applying for an open account with TESSCO Incorporated (“TESSCO”). You agree that all sales from TESSCO to you shall be subject solely to TESSCO’s [“Terms and Conditions of Sale”](#), which you have read and understand. Any terms and conditions on your purchase order forms that may vary from TESSCO’s “Terms and Conditions of Sale” shall not be applicable. Acceptance and approval of this application is at the sole discretion of TESSCO. Any notice or information to you about this application is hereby waived. You hereby authorize TESSCO to obtain information about you (including any guarantors) from credit reporting agencies, and to exchange information about your credit relationships.

Signature of Authorized Person	Date	Print Name	Print Title
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The undersigned individual who is either a principal of the credit applicant or a sole proprietorship of the credit applicant, recognizing that his or her individual credit history may be a factor in the evaluation of the credit history of the applicant, hereby consents to and authorizes the use of a consumer credit report on the undersigned by TESSCO, from time to time as may be needed, in the credit evaluation process.

Signature of Principal/Sole Proprietor	Date	Print Name	Print Title
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Home address: _____ Social Security #: _____

City, State, Zip _____

⇒ FAX YOUR FORM(S) TO: 410-229-1005 ⇐
FULLY-COMPLETED, SIGNED & DATED

Doing Business with TESCO

TERMS & CONDITIONS

Your purchases from TESCO are made subject to these Terms and Conditions. Please review them carefully before placing your order. TESCO's Terms and Conditions are subject to change. By purchasing from TESCO you agree to be bound by the Terms and Conditions in effect at the time you place your order, which may be viewed at <http://www.tesco.com/go/terms>.

We object in advance to any additional or different terms you may propose, whether contained in a purchase order or in any other document or communication and regardless of whether such additional or different terms would materially alter our Terms and Conditions. Your submission of a purchase order or other authorization for products or services, or your allowing us to ship products or commence work, will constitute your acceptance of all of our Terms and Conditions, except to the extent specifically consented to by us in a written confirmation sent to you and signed by an authorized representative of TESCO.

1. Our Performance Guarantee: Our Performance Guarantee is uniquely simple: We promise that you will receive your order on time, error free, and in good condition. Your charge for delivery and handling will be refunded in the event we do not meet the agreed delivery date. We cannot guarantee on-time delivery for orders involving HAZMATS, drop shipments, third-party billing, customer pickups, shipments outside the continental U.S., unauthorized transportation carriers, extreme weather conditions, or acts of God. Please inspect products immediately upon receipt and notify TESCO of any damage or shortage the same day.

2. 30-Day Money-Back Guarantee - Return Policy: If for any reason you are not satisfied with a purchase, you may return it for a refund or credit within 30 days subject to the following:

- Product must be in original condition, original product packaging, uncut, unmodified, and unused.
- Product must be returned within 30 days of delivery date (at your expense) through a traceable means (e.g., certified mail, UPS, or FedEx), freight prepaid.
- All components and manuals must be returned.
- Credit or refund is issued for purchase price of returned products, excluding delivery and handling charges.
- Installed equipment and software and special order and value-added items are repaired or replaced under manufacturer warranty. (See Warranty Support, Section 6.)
- Items not in compliance with our return policy will be returned to you at your expense.

Please complete the return form included with your shipment and reference the original transaction number or call our Customer Service team if you need assistance. Beyond our 30-day money-back guarantee, no returns for credit or refund will be accepted, even if the merchandise is defective. However, the manufacturer's warranty will apply, and we will be happy to facilitate your request for warranty satisfaction from the manufacturer. (See Warranty Support, paragraph 6.)

3. Prices: At the time of your order, you will receive the total bottom-line delivered cost according to the price prevailing at the time your order was placed and the delivery option you have selected. Call 800-472-7373 (USA, Canada, Mexico) or +1 410-229-1200 (other countries) for pricing and delivery confirmation. State sales tax, if applicable, will be added to your invoice unless an acceptable resale tax exemption certificate is provided. Where applicable, the payment of all customs duties will be your responsibility.

4. Delivery: Your order will be delivered on time, configured and complete, as provided in our Performance Guarantee to the address you have designated. We will make every effort to ship in accordance with the delivery option you have selected. Delivery dates may be affected by our late receipt of all information necessary to ship or other causes beyond our reasonable control. In any event, we are not liable to you for any loss of time, material, or production or any other loss resulting from late delivery. (See Limitation of Liability, paragraph 8.)

5. Payment Terms: If you would like to establish an open account, please contact our Customer Transactions team at 410-229-1395. During the credit application process, business may be done via credit card and EFT. We reserve the right to change terms of sale at any time. All payments must be made in U.S. funds drawn on U.S. banks, company bank account only, unless alternate arrangements have been approved by TESCO. For payment terms other than net 30, additional fees may apply.

- Net 30 terms require prompt payment by company check within 30 days from the shipment date unless otherwise stated on the invoice. We do not accept payment by credit card except at time of purchase.
- There will be a \$35.00 charge for returned checks and EFT rejections for any reason.
- Please pay from the invoice provided. A late payment charge of 1.5% per month (18% APR) will be charged on all invoices not paid within the defined terms. Our Customer Transactions team is available to help you in all billing matters.
- In the event TESCO retains a collection agency or attorney to enforce any of your obligations to TESCO, you agree to pay all of TESCO's costs and expenses associated with such enforcement, including all collection, attorney, and litigation fees.

- You agree to pay or reimburse TESSCO for any and all sales, use and excise taxes that may be imposed on you or TESSCO by any government entity as a result of any sales to you, regardless of when such taxes may be assessed, imposed, or levied.

6. Warranty Support: Manufacturers' warranty information and policies for all products we offer are available on www.tessco.com/go/mfgwarranty. Although TESSCO does not separately warrant products, we do pass through all manufacturers' warranties and will be happy to help you determine the extent of coverage for your claim, coordinate the return of the product, and assist you with the warranty support offered by the manufacturer. Please email us at warranty@tessco.com or call our Customer Service team if you have any questions about warranties. Note that we make no implied warranties of MERCHANTABILITY or of fitness for a particular purpose with respect to any goods or services we sell, and our suppliers typically exclude these implied warranties as well.

7. Damages in Shipment: Even though title and risk of loss pass when merchandise is shipped, we will assist you if merchandise is verified as damaged in transit. If this occurs, please take the following action:

- Do not accept a visibly damaged product until the person making the delivery has endorsed the air bill/bill of lading with a statement of the extent of the damage and file the freight claim at the time of delivery.
- If damage is concealed and found after unpacking, retain all packing material and immediately call us. Concealed damage must be reported within 24 hours from time of receipt of shipment.
- Notify us immediately of damages so that we can provide you with assistance on the claim with the freight carrier. When calling, please have the sales order number at hand.
- Please send us copies of all airbills/bills of lading and inspection reports.

8. Limitation of Liability: In no event shall TESSCO be liable to you under any legal theory whatsoever, regardless of whether characterized as tort, negligence, contract, warranty, or otherwise, for any loss of profits or other economic loss, including, but not limited to, such losses as (i) wages paid to your employees, (ii) lost revenue, (iii) lost use of equipment, (iv) purchase, lease, or other acquisition of replacement, substitute, or temporary equipment, facilities, or services, (v) costs of capital, (vi) costs or losses related to downtime, (vii) manual labor costs, or (viii) any other indirect, incidental, special, consequential, or other similar damages arising out of any claim relating to your purchases of goods or services from TESSCO, including losses resulting from your general or particular requirements or needs, whether or not TESSCO, at time of contracting, had reason to know of such requirements or needs, and whether or not such losses could have been reasonably prevented by you by cover or otherwise. **TESSCO's liability to you shall in no event exceed the purchase price of the nonconforming goods or services giving rise to TESSCO's liability to you.** The manufacturer/supplier's warranties that we pass through to you (see paragraph 6 above) typically contain limitations similar to those stated in this paragraph.

9. Compliance with Laws: You agree to comply with all laws and regulations that apply to your use, or the resale or other transfer, of products that you purchase from TESSCO. In some cases, the export of products from the US may be subject to restrictions or prohibitions under US law. You are urged to review the materials regarding such restrictions made available by the manufacturer/supplier and, where appropriate, to consult legal counsel. In any case, however, you remain solely responsible for such compliance, and TESSCO takes no responsibility for advising you regarding such matters or for providing any necessary export licenses.

10. No Alterations, Reverse Engineering, etc.: The manufacturers/suppliers of many of the products sold by TESSCO prohibit any alteration, modification, adaptation, translation, decompiling, disassembly, or "reverse engineering" of, or creation of derivative works based on, their products. You agree to abide by any such restrictions contained in the manufacturer/supplier's terms, and you agree that such restrictions may be enforced against you directly by the manufacturer/supplier, despite any lack of contractual privity between you. If you have questions concerning the terms that may apply to a particular product or would like to obtain information about such terms before purchasing, TESSCO will be happy to assist you in obtaining such information from the manufacturer/supplier.

11. Choice of Law, Forum Selection: TESSCO controls and operates its business from its offices at Hunt Valley, Maryland, USA. Consequently, any questions relating to these Terms and Conditions or their application in a particular situation shall be governed by the laws of the United States and the State of Maryland (without regard to any provision that would result in the application of the laws of any other state or jurisdiction). Any legal or equitable action of whatever nature brought by you against TESSCO arising out of or related in any respect to these Terms and Conditions or your purchases or other dealings with TESSCO shall be brought solely in either the United States District Court for the District of Maryland located in Baltimore City or the appropriate court of the State of Maryland located in the jurisdiction where TESSCO has its principal place of business.

12. Severability: If any provision of TESSCO's Terms and Conditions is found to be invalid or unenforceable, the other provisions will remain in full force and effect.

Ticket #:



Bank Reference

SECTION I - COMPLETE ENTIRELY -

* Please insert your TESSCO Customer Account #: _____

Please release the information requested below concerning my bank account(s).

Company Name

Company Address

Authorized Signature

Date

Bank Name

Bank ABA/Routing Number

Street Address

City

State

Zip

Bank Contact Name

Bank Phone Number

Bank Fax Number

SECTION II INSERT ONLY YOUR *BANK ACCOUNT NUMBER(S) (REMAINDER OF SECTION TO BE COMPLETED BY YOUR BANK)

Bank Account #1: *ACCOUNT #: _____ Date Opened: _____

Checking Savings Current Balance: \$ _____ Average Balance: \$ _____

NSF?: No Yes Date: _____

Loan LOC Amount: \$ _____ Current Balance: \$ _____ Available: \$ _____

Secured? Yes No

Bank Account #1: *ACCOUNT #: _____ Date Opened: _____

Checking Savings Current Balance: \$ _____ Average Balance: \$ _____

NSF?: No Yes Date: _____

Loan LOC Amount: \$ _____ Current Balance: \$ _____ Available: \$ _____

Secured? Yes No

Most banking institutions now require a client's written consent before they will release any information about an account. To ensure speedy processing of your request for an open account, **please have your bank complete Section II and fax or mail response to:**

**TESSCO, ATTENTION CUSTOMER TRANSACTIONS
11126 McCormick Road, Hunt Valley, MD 21031-1494
Phone: 410-229-1395, 800-472-7373 Fax: 410-229-1005**

BANK STAMP

PERSONAL GUARANTY

Date: _____

To: TESSCO Technologies Incorporated

For and in consideration of your extending credit to _____, TESSCO Account #: _____ (the "Company"), in which each of the undersigned has a direct financial interest, each of the undersigned (jointly and severally, if more than one) hereby unconditionally and irrevocably guarantees to you and to each of your subsidiaries and affiliates (together "TESSCO") (I.) the due and punctual payment in full (and not merely the collectibility) of each and every amount that at any time becomes due and payable by the Company to TESSCO and of any and all loss, damages, or expenses incurred by TESSCO in connection with goods sold or rented or credit extended at any time to the Company and (II.) the due and punctual performance of any other obligation of the Company to TESSCO now existing or arising after the date of this Guaranty.

The undersigned's liability under this Guaranty shall be primary, direct and immediate and shall not be conditioned or contingent on TESSCO's pursuit of any remedy TESSCO may have against the Company or any other person.

The undersigned hereby expressly waives presentment and demand for payment of any sum subject to this Guaranty; notice of acceptance of this Guaranty; notice of any change in the terms or conditions of credit extended to the Company; notice of default by the Company and of any indulgence with respect thereto; any and all other notices and demands which may otherwise be required by law to be given or made; ***and any and all rights which the undersigned may have to a trial by jury in any action brought on or with respect to this Guaranty.***

Each undersigned personal guarantor, recognizing that his or her individual credit history may be a necessary factor in the evaluation of this personal guaranty, hereby consents to and authorizes the use of a consumer credit report on the undersigned, by TESSCO, from time to time as may be needed, in the credit evaluation process.

*** NOTE: Do not include titles on this document ***

Guarantor:

Witness:

(Guarantor Signature)

(Witness Signature)

Print Name: _____

Print Name: _____

Social Security #: _____

Home Address: _____

Additional Guarantor:

Witness:

(Guarantor Signature)

(Witness Signature)

Print Name: _____

Print Name: _____

Social Security #: _____

Home Address: _____

**CREDIT CARD/DROP SHIP
AUTHORIZATION FORM**

Date: _____

Company Name: _____

Cardholder Name: _____

Credit Card Billing Address:

Telephone #: _____

Email Address: _____

Ship To Address (if different from billing address):

Order #: _____

TESSCO Account #: _____

MasterCard Visa

*American Express * Discover (* For use on U.S. transactions only)

Other Authorized Users: 1. _____

2. _____

Credit card number: * will be obtained from you at time of order placement *

Cardholder Signature: _____

By my signature above, I hereby agree:

- That TESSCO may charge the indicated credit card for the full amount of my order(s);
- To be bound, for this and future transactions, by TESSCO's Terms and Conditions of Sale (which I acknowledge are available for my review on www.tessco.com).

CUSTOMER PAYMENT INSTRUCTIONS

Payment Information:

Please remit payments to:

TESSCO Incorporated
P.O. Box 102885
Atlanta, GA 30368-2885

Wire Transfer Information:

***All wire transfer fees are the responsibility of the customer**

Please advise your bank to transfer \$USD funds to:

SUNTRUST BANK
120 East Baltimore Street
Baltimore, MD 21202 USA
(Phone: 410-986-1015)

ABA/Routing # 061-000-104
For credit to:
TESSCO Technologies, Inc.
Account # 1000041097725
SWIFT # SNTRUS3A

Please be sure to include your TESSCO account number, and (if possible) the invoice number(s) to be paid, on your remittance.

Overnight Courier Information:

If you wish to make your payment via overnight courier, please send to:

TESSCO Incorporated
ATTENTION: Customer Transactions
11126 McCormick Road
Hunt Valley, MD 21031
1-800-472-7373

Please note that checks must be company checks in \$USD funds, drawn on or payable through a U.S. banking institution.

CUSTOMER PAYMENT INSTRUCTIONS
*** FOR CANADIAN CUSTOMERS ONLY ***

Payment Information:

Please remit payments to:

TESSCO Technologies Incorporated
P.O. Box 57624
Station A
Toronto, ON M5W 5M5
Attn Lockbox # T57624C

Wire Transfer Information:

***All wire transfer fees are the responsibility of the customer**

Please advise your bank to transfer Canadian funds to:

Bank address:

Bank of Montreal
CBA Dept.
234 Simcoe Street
Toronto, Ontario M5T 1T4

Bank Name: Bank of Montreal

SWIFT # BOFMCAM2

Transit Number: 3144

Institution: 001

Account Number: 1025133

Account Name: TESSCO Technologies Incorporated

Please be sure to include your TESSCO account number, and (if possible) the invoice number(s) to be paid, on your remittance.