WELCOME PACKET

For New Commercial Accounts

Metro Welding Supply Corporation
12620 Southfield Fwy
Detroit, MI 48223
Phone: (313) 834-1660
Website: www.metrowelding.com

Welcome to the Metro Welding Family!

We're excited to begin working with you and to become your trusted supplier for welding gases, cryogenics, CO_2 systems, and specialty gases across Southeast Michigan and Northern Ohio.

This Welcome Packet contains all the essential documents to help us establish your account quickly and accurately. Please complete the enclosed forms and return them to our Credit Support Team.

Included in This Packet:

- New Customer Information Sheet
- Credit Application and Agreement Form
- Credit Card Authorization Form
- Michigan Sales and Use Tax Certificate of Exemption
- Terms & Conditions of Sale

How to Return This Packet:

Once completed, please submit the forms to:
Email: accountsreceivable@metrowelding.com
Fax: (313) 835-3562
Mailing Address: 12620 Southfield Fwy, Detroit, MI 48223

Questions?

We're here to help! If you have questions while completing these forms, feel free to contact our team at (313) 834-1660.

Welding Supply Corp.

New Customer Information Sheet

Customer Name: _____ **Account Number**: _____

Billing Address: _____ **Phone Number**: _____

_____ **Fax Number**: _____

Shipping Address: _____ **Phone Number**: _____

_____ **Fax Number**: _____

Accounts Payable Contact Name & Title: _____

Phone Number: _____ Email Address: _____

Preferred Method of Invoicing: Email: ____ Mail: ____

Purchasing Contact Name & Title: _____

Phone Number: _____ Email Address: _____

Plant/Job Contact Name & Title: _____

Phone Number: _____ Email Address: _____

Preferred Delivery Day(s): _____

Purchase Order Required? Yes: ____ No: ____ **Blanket P.O.**: _____

Job or Req # Required? Yes: ____ No: ____ **Job or Req #**: _____

Authorized Buyers? Yes: ____ No: ____

Sales Rep(s): _____

Sales Rep(s): _____

Sales Rep(s): _____

Notes: _____

_____

If you require a Proof of Delivery (POD) please provide an email address for us to send it to:

Email Address: _____

Credit Application and Agreement

Metro Welding Supply Corporation
12620 Southfield Rd
Detroit, MI 48223
Phone: (313) 834-1660

A. APPLICANT

Legal Business Name: _____

Street Address: _____ City: _____ State: ___ Zip: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Ship to Address: _____

Estimated Annual Sales: _____ Person to contact about Account:_____

Amount of Credit Requested: $_____ Type of Business: _____

How Long in Business: _____

B. BUSINESS INFORMATION

☐ Sole Proprietorship Owner: _____ SS#: _____

☐ Partnership Partner: _____ SS#: _____

Partner: _____ SS#: _____

☐ Corporation/LLC

President/Member: _____ SS#: _____

Vice President/Member: _____ SS#: _____

Secretary/Member: _____ SS#: _____

Treasurer/Member: _____ SS#: _____

Federal Tax No. (if applicable): _____ Sales Tax Exemption Certificate: ☐ Yes ☐ No

Credit Application and Agreement

C. BANKING INFORMATION

Bank: _____ Branch: _____ Phone: _____

Street Address: _____

City: _____ State: ___ Zip: _____

Officer Contact: _____ Acct. No.: _____ Type of Acct.: _____

Acct. No.: _____ Type of Acct.: _____

☐ I hereby authorize the bank named above to release information requested for the purpose of obtaining and/or reviewing credit.

D. TRADE REFERENCES (Please fill out all 3 references)

Reference 1:

Business Name: _____

Contact Name: _____

Address: _____

Phone#: _____

Reference 2:

Business Name: _____

Contact Name: _____

Address: _____

Phone#: _____

Reference 3:

Business Name: _____

Contact Name: _____

Address: _____

Phone#: _____

Credit Application and Agreement

The preceding information is for the purpose of obtaining credit and is warranted to be true. I/We hereby authorize Metro Welding Supply (dba LN2 Gas & Supply, dba Metro Carbonic, dba, Cryogenic Gases) to investigate all references and customary credit information sources including consumer credit reporting repositories regarding my/our credit and financial responsibility for the purpose of obtaining credit and for periodic review for the purpose of maintaining the credit relationship.

Credit Agreement: Your signature below means that in consideration of Metro Welding Supply (dba LN2 Gas & Supply, dba Metro Carbonic, dba, Cryogenic Gases) extending credit to you that you agree to the following terms:

1. We have the right to reduce or withdraw your credit privileges at any time.
2. You will pay the invoices per the terms on each invoice, normally net 10 days, unless otherwise agreed upon.
3. Any invoices not paid within 30 days will have interest added, currently 1.5% per month, or 18% per year.
4. Should your account become 60 days delinquent, we may cancel all credit privileges and begin collections efforts. **In the event collection efforts become necessary, the applicant shall be responsible for any and all costs, including but not limited to: interest, late fees, collections costs, attorney fees, and court costs.**

Signature: _____

Title: _____

Date: _____

Notice:

Venue: All amounts for purchases from **Metro Welding Supply (dba LN2 Gas & Supply, dba Metro Carbonic, dba, Cryogenic Gases)** are payable at: 12620 Southfield Fwy, Detroit, MI 48223. It is further agreed that this agreement is entered into in the state of Michigan and is governed by the laws of the state of Michigan.

Change of Ownership: I/We understand that we must notify **Metro Welding Supply (dba LN2 Gas & Supply, dba Metro Carbonic, dba, Cryogenic Gases)** in writing and by certified mail of any change in ownership, the name of the business or structure of the business under which credit is established.

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income from any public assistance program, or because the applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with law concerning this credit is the Federal Trade Commission, Division of Credit Practices, 6th and Pennsylvania Avenue, NW, Washington D.C. 20580.

Metro Welding Supply Corp.

METRO CARBONIC | Cryogenic Gases | Gas & Supply

CREDIT CARD AUTHORIZATION FORM

BILLING INFORMATION	
Business Name:	
Address:	
City/State/Zip:	
Phone Number:	
Email Address:	

CREDIT CARD INFORMATION	
Cardholder Name:	
Authorized Buyer:	
Credit Card Number:	
Expiration Date:	
Security Code:	

Is this an AUTOPAY account? Yes / No *(Please Circle One)*

Signature: _____ **Date**:_____

Note: 3% surcharge assessed on ALL credit card transactions. *(Effective 7/1/2025)*

Reset Form

Michigan Department of Treasury
3372 (Rev. 03-16)

Michigan Sales and Use Tax Certificate of Exemption

INSTRUCTIONS: DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records. This certificate is invalid unless all four sections are completed by the purchaser.

SECTION 1: TYPE OF PURCHASE

☐ A. One-Time Purchase
Order or Invoice Number: _____

☐ B. Blanket Certificate. Recurring Business Relationship

☐ C. Blanket Certificate
Expiration Date (maximum of four years):_____

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. ☐ All items purchased.
2. ☐ Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1. ☐ For Lease. Enter Use Tax Registration Number:_____
2. ☐ For Resale at Retail. Enter Sales Tax License Number: _____

The following exemptions DO NOT require the purchaser to provide a number:

3. ☐ Agricultural Production. Enter percentage: _____%
4. ☐ Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization).
5. ☐ Contractor (must provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
6. ☐ For Resale at Wholesale.
7. ☐ Industrial Processing. Enter percentage: _____%
8. ☐ Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form).
9. ☐ Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form).
10. ☐ Rolling Stock purchased by an Interstate Motor Carrier.
11. ☐ Qualified Data Center
12. ☐ Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name	Type of Business (see codes on page 2)
Business Address	City, State, ZIP Code
Business Telephone Number (include area code)	Name (Print or Type)
Signature and Title	Date Signed

Instructions for completing *Michigan Sales and Use Tax Certificate of Exemption* (Form 3372)

Purchasers may use this form to claim exemption from Michigan sales and use tax on qualified transactions. It is the Purchaser's responsibility to ensure the eligibility of the exemption being claimed. All claims are subject to audit. Non-qualified transactions are subject to tax, statutory penalty and interest.

Sellers are required to maintain records, paper or electronic, of completed exemption certificates for a period of four years. Michigan does not issue "tax exempt numbers" and a seller may not rely on a number for substitution of an exemption certificate. Other documentation that sellers in the State of Michigan may accept are the Uniform Sales and Use Tax Certificate approved by the Multistate Tax Commission, the Streamlined Sales and Use Tax Agreement Certificate of Exemption, the same information in another format from the purchaser, or resale or exemption certificates or other written evidence of exemption authorized by another state or country.

SECTION 1:

Place a check in the box that describes how you will use this certificate.

A) Choose "One-Time Purchase" and include the invoice number this certificate covers.

B) Choose "Blanket Certificate" if there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.

C) Choose "Blanket Certificate" and enter the expiration date (maximum four years) when there is a period of more than 12 months between sales transactions.

Print the vendor's name and address in the area provided.

SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

SECTION 4:

Use the number that describes your business or explain any other business type not provided.

01	Accommodations	10	Utilities
02	Agricultural	11	Wholesale
03	Construction	12	Advertising, newspaper
04	Manufacturing	13	Non-Profit Hospital
05	Government	14	Non-Profit Educational
06	Rental or leasing	15	Non-Profit 501(c)(3) or 501(c)(4)
07	Retail	16	Qualified Data Center
08	Church	17	Other
09	Transportation		

Print the name of the business, address, city, state and ZIP code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.

Metro Welding Terms & Conditions of Sale

1. Metro Welding Supply Corporation, Cryogenic Gases, LN2 Gas & Supply and Metro Carbonic provide products and services and are the “Vendor” to the transaction set forth in this invoice. The Purchaser of the product and services is the “Vendee.”

2. The cylinders, fittings, and caps covered by this invoice are leased by Vendor, NOT SOLD (unless explicitly stated in writing), and are to be returned to Vendor in good condition and repair. Vendee shall pay a rental fee to Vendor at Vendor’s standard published rate for all cylinders in the possession of the Vendee. If the Vendee fails to return any cylinders, fittings and/or caps, the Vendee must pay Vendor the fair value of cylinders, fittings or caps lost or damaged. Vendor shall be the sole judge of whether the cylinders, fittings, and caps are damaged and whether or not such damage can be repaired

3. The Vendee waives any claims based on defective valves or other cylinder imperfections unless the same are made in writing within thirty (30) days after receipt of cylinder and cylinder is returned to the Vendor tagged with the Vendor’s claim tag, which will be supplied upon request, stating defect.

4. The Vendee shall not loan or refill or cause to be loaned or refilled the cylinders furnished by this Vendor.

5. The Vendee shall be responsible for damage to and loss of the cylinders, fittings and caps from the time of acceptance of delivery of the cylinders, fittings, and caps by the Vendee until return thereof to the Vendor.

6. All cylinders covered by this invoice shall be marked at the time they are filled, with legible labels identifying the contents of said cylinders. The Vendee shall not use any cylinders that are not so marked when received, but shall return said cylinders to the Vendor for credit.

7. The Vendee shall indemnify and save harmless the Vendor from and against all loss or damage arising out of injuries to or death of persons, and damage to or destruction of property in any manner connected with the cylinders or the contents thereof furnished by the Vendor. The latter protection to the Vendor does not apply if damage is caused by defective cylinders or the contents thereof. In the event of any loss or damage the Vendee agrees to promptly report such loss or damage to the Vendor.

8. Service and deliveries by the Vendor shall be subject to floods, strikes, or other labor disturbances, fires, accidents, wars, delays of carriers, inability to obtain raw materials, failures of normal sources of supply, restraints of governments, or any other similar or dissimilar cause beyond the Vendor's reasonable control.

9. In addition to the price or prices specified herein, the Vendee shall pay to the Vendor, or, at its election, to the appropriate taxing authorities, the amount of all governmental taxes, excises, or other charges, present or future, imposed upon or payable or collectible by Vendor with respect to or which is ascertained by reference to the production, sale, transportation, possession or use of any of the articles referred to herein, except taxes imposed upon or measured by net income.

10. There is no warranty of merchantability and there are no other warranties that extend beyond the description on the face of the articles sold or delivered hereunder. Furthermore, the Vendor shall not be liable for any damages, consequential or otherwise, arising out of or in connection with the manufacture, labeling, packaging, delivery, storage or use of any article sold or delivered hereunder and resulting from the breach of any warranty, contained in or created by said description of said article, except that if any articles sold or delivered hereunder shall fail to meet said description, the Vendee shall be entitled to replacement of such article, at no cost to the Vendee, with an article that does meet said description, and this remedy shall be the Vendee's exclusive remedy. Failure of the Vendee to give written notice of claim within thirty (30) days after receipt of any article shall constitute a waiver by the Vendee of all claims with respect to such article.

11. In the event the purchaser fails to pay pursuant to the terms herein, the purchaser hereby agrees to pay interest thereon at the highest rate provided by law and agrees to pay all expenses, reasonable collection, and /or attorney's fees to the extent permitted by law, incurred in the collection, by suit or otherwise, or any amount payable under this invoice.

12. The terms hereof cannot be altered, changed or waived unless accomplished in writing and signed by an authorized executive officer of the Vendor.

Release of Customer

The undersigned customer is buying industrial, specialty, or medical gases from Vendor which the customer elects to transport by car, van, or other closed motor vehicle.

The undersigned customer acknowledges specific warning of the following:

1. Transporting gas cylinders in cars, vans, or other closed motor vehicles is DANGEROUS and should be AVOIDED.
2. Gas cylinders must NEVER be moved in closed spaces, including but not limited to car trunks, due to the high risk of EXPLOSION OR FIRE. (Example – spark from a brake light could ignite leaking gases).
3. It would be safer to wait and move the cylinder(s) by open truck, or let Vendor do it.
4. Gas cylinders should be moved in a fixed upright position, with windows open for ventilation.
5. If the cylinders are moved on their side, they should be fastened so they cannot move, with windows open for ventilation.

   The undersigned, for himself, his employer or other principal; ASSUMES ALL RISK of bodily injury and property damage; RELEASES AND HOLDS HARMLESS VENDOR and its employees, officers and directors from any liability for bodily injury to any person or loss or damage to any property resulting from such transporting of any gas cylinder(s) by car, van, or other closed motor vehicle.

WITNESS CUSTOMER SIGNATURE

_____ _____

_____ _____

DATED:_____