



Thank you for choosing Haley Brothers!

Setting Up New Jobs:

Please provide the information below BEFORE any orders are placed, one to two days if possible. This will ensure the correct billing and releases.

- Name, address, and contact info for
 - Job Property Owner
 - General Contractor or Builder
 - Lender (if one)

- Job name & address (phase, tract, and lot numbers if available)

- **Estimated** Haley material dollars for this job (how much credit is required) rounded up

- Deliveries will be to job, shop, or both?

- Are you installing?

- If multiple phases/units, will you require separate billing for each? (we can set up separate account numbers for each)

- If you choose to combine all phases/units, we can use one job number. Your buyer will need to know which PO numbers are for which phases/units, if the builder requires a final for each phase/unit. Check with the builder on how they will require releases. We can help further with this process if needed.

⇒ Send information to: **jobacct@tmcobb.com**

We will notify you by email with the account number once it has been set up.

⇒ **This number MUST be referenced on ALL purchase orders, adds, and corrections.**

Requesting Lien Releases:

- Send request to same email as above – if urgent, please note in subject line
- You may request a statement at any time.
- Amount and (through) date, to match your invoice date to builder.
 - Let us know if you need adjustment for the material not yet installed. This is a conditional progress release.
- If builder requires a confirmation that you have paid us - request an unconditional progress release and give us the (through) date of your builder invoice that has been paid.
- If builder requires a final release, we can issue a conditional final release if there is a balance, or unconditional final release, if all invoices are paid and job is complete.
- Originals can be mailed if required, most builders are fine with emailed copies.



Checks and Payment (we request joint checks but they are NOT required):

If check is made jointly:

- Please endorse and mail to us with a list of the invoices paid, and account number.
 - Send to: T.M. Cobb, 500 Palmyrita Ave, Riverside, CA 92507

If check is made directly to you:

- Please issue your payment promptly to Haley Brothers and send list of invoices paid, and account number.
- You may also take advantage of our vcheck online payment option:
 - www.tmcobb.com/vcheck
 - And send a list of invoices paid to : arpymt@tmcobb.com

Who to contact:

- New account setup : jobacct@tmcobb.com
- Releases: jobacct@tmcobb.com

NOTE: prompt response can ONLY be guaranteed if sent to the address above, not the individual email addresses of our credit department.

For billing and statement issues, copies of statements, job aging spreadsheets, please contact :

- Mary marys@tmcobb.com
- Cynthia cynthiat@tmcobb.com
- Elaine elainea@tmcobb.com

T.M. COBB / HALEY INFORMATION FORM

T.M. COBB CUSTOMER _____

HALEY CUSTOMER _____

T.M. COBB / HALEY CUSTOMER NAME: _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

OWNER _____ **JOB NAME** _____ **PHASE #** _____

_____ **JOB ADDRESS** _____

_____ **CITY, STATE** _____ **ZIP** _____

CONTACT _____ **LOT #** _____ **BLOCK #** _____ **TRACT #** _____

PHONE _____ **CONTACT** _____ **PHONE** _____

_____ **ESTIMATED COBB SALES \$** _____

_____ **ESTIMATED HALEY SALES \$** _____

_____ **TOTAL CONTRACT \$** _____

ORIGINAL CONTRACTOR _____ **EXPECTED 1ST DELIVERY DATE** _____

_____ **DATE JOB STARTS** _____

_____ **IS JOB BONDED?** _____ **IF YES, BONDING CO.** _____

CONTACT _____ **COBB /HALEY CUSTOMER IS:** _____

PHONE _____ **MATERIAL SUPPLIER ONLY** _____ **INSTALLER** _____

_____ **TYPE OF JOB:** PRIVATE FED GOVT PUBLIC OTHER

_____ **LENDER** _____ **PAYMENT METHOD:** MONTHLY DRAW VOUCHER

_____ CASH JOINT CHECK OTHER

_____ **FUND CONTROL** _____

CONTACT _____ **AGENT NAME** _____

PHONE _____ **ADDRESS** _____

_____ **ESCROW #** _____ **PHONE** _____

JOB ACCOUNT TERMS AND CONDITIONS

1. **CREDIT AGREEMENT GUARANTEE:** In consideration for credit which may be granted by T.M. Cobb Co., by TomRay, Inc. or by any division or subsidiary of T.M. Cobb and/or Tomray, Inc., including Haley Brothers, Inc. (collectively "Cobb") to you ("Customer"), it is specifically agreed that all goods sold by Cobb are subject to the terms and conditions set forth on the front and back of Cobb's standard printed invoices. The undersigned, as an agent of Customers and as a principal, represents and warrants that: (i) he is an owner or managing officer of Customer; (ii) customer and/or the undersigned will provide Cobb with the above job name with every purchase order placed with Cobb for materials to be used on the above named job; (iii) the materials will be used on the aboved named job; (iv) he personally guarantees payment to Cobb for the materials; (v) and, he will assist Cobb in perfecting and proving any and all mechanic's lien, stop notice or bond claims ("Job Rights") that Cobb may have as a result of supplying materials for the above referenced job. The undersigned's obligation shall include but not be limited to: (i) the review of any invoices submitted by Cobb, (ii) the execution of any affidavit or declaration, under penalty of perjury, regarding use of the materials on the job; and (iii) testifying at any legal proceeding involving Cobb and Cobb's Job Rights.

2. **WAIVERS:** Cobb may delay exercising or may omit to exercise any right to collect payment from you, without waiving that or any other past, present or future right of remedy unless such waiver is in writing signed by Cobb, Cobb's consistent waiver of any right or remedy shall not modify the terms of any agreements between Customer and Cobb, nor establish a "course of dealing" which could be construed as a waiver of any of the provisions of: (i) this Agreement; (ii) Cobb's invoices; (iii) the Cobb credit agreement; or (iv) any other agreement by or among the undersigned, the Customer, Cobb and/or any third party, Cobb's election of one remedy shall not be deemed a waiver of any other remedy. Cobb may exercise it's right to enforce job rights without waiving it's right to collect directly from Customer and/or the undersigned. The undersigned represents and warrants that the information set forth above is true and correct or, alternatively, submits herewith a true and correct copy of its contract or subcontract with respects to the above named job.

DATE: _____

OWNER OR MANAGING OFFICER OF THE ABOVE NAMED CUSTOMER

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