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We hope this letter finds you well, and we would like to express our gratitude for your continued support and patronage with Prime Contractor Supply (formerly Sewickley Construction Products). It is our privilege to serve your procurement needs, and we strive to ensure that our services meet your expectations.

We are writing to inform you about some changes to our payment terms, which have been updated to better align with our business operations and to provide more clarity and value to our customers. Effective from **January 1, 2024**, our payment terms will be as follows:

Payment Terms: All sales are Cash on Delivery (COD) unless the Purchaser has an approved credit application with Prime Contractor Supply Corporation and is actively in good standing with no balances past due.

2. **Credit Application:** Purchasers with an approved credit application shall be required to issue payment to Prime Contractor Supply on any invoice no later than the 10th of the month following the month of delivery of the Goods unless otherwise agreed upon by Seller and Purchaser in writing and approved by the sole discretion of the credit department.

3. **Service Charges:** Should the Purchaser fail to make timely payment to Prime Contractor Supply, a service charge of 1.5% per month, or 18% per year, will be added to any past-due balance, until such balance is paid in full, subject to applicable law.

4. **Collection Costs:** Seller shall be entitled to recover from Purchaser all costs of collection of unpaid balances, including, but not limited to, reasonable attorneys' fees, court costs, and interest.

5. **Delivery Refusal:** Purchasers with past due balances may be refused future deliveries, including in connection with in-progress orders, at Seller's sole discretion.

6. **Credit Card Payments:** Credit cards will be accepted for 100% prepayment or 100% payment at the time of purchase without additional fees. However, balance due amounts paid anytime past the point of sale date with a credit card will include a 3% processing fee.

We understand that these changes may raise questions or concerns, and we are here to assist you in any way possible. We believe that the additional clarity around payment terms will be extraordinarily beneficial for our customers by allowing Prime Contractor Supply to continue to provide top notch



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customer service in the fulfillment of your stormwater, wastewater, aggregate and water supply material needs. If you have any inquiries or require assistance with the credit application process, please do not hesitate to reach out to our dedicated credit department at mknight@primecontractorsupply.com. We will be more than happy to guide you through the application process and address any concerns you may have.

We value your business and the trust you have placed in us as your preferred supplier. These changes to our payment terms will help us maintain the quality of service you expect and ensure the sustainability of our business operations.

Thank you for your understanding and continued support. We look forward to serving your needs in the future and remain committed to providing you with the best products and services available.

Sincerely,



Best regards,

The Prime Team