



Dear Customer,

*We are delighted to be considered a supplier for your company and would like to take this opportunity to introduce you to your account representative. We pride ourselves in attempting a 100% satisfaction rate with our customer base. Please allow us to ensure the same service to you by communicating any requests or complaints that you may have to your representative. They are authorized to divert from policy when necessary in order to service your needs.*

<b>Contact Information</b>	
<b>YOUR ACCOUNT REP:</b> Cyndy Williams cwilliams@riekerinc.com	<b>ACCOUNTS RECEIVABLE:</b> Christine Cassidy <a href="mailto:ccassidy@riekerinc.com">ccassidy@riekerinc.com</a> / 610 500 2000 (ext. 2006)
<b>ASSISTANT CONTROLLER:</b> Margaret Bargelski mbargelski@riekerinc.com	<b>GENERAL MANAGER:</b> Edward P. Denigan III ndenigan@riekerinc.com
<b>610-500-2000 / FAX: 610-500-2002</b> <a href="mailto:info@riekerinc.com">info@riekerinc.com</a> / <a href="http://www.riekerinc.com">www.riekerinc.com</a>	<b>REMIT TO ADDRESS:</b> Rieker Inc PO BOX 2410 Aston, PA 19014-0410 USA

Payments are due within the Net 30-day terms stated on our invoice. Invoices must be paid in full by the due date. Delinquent accounts will incur a one and one-half percent charge per month on the balance. Your net terms will be changed to a no-net term if we attempt to contact your accounts payable representative and we do not receive a response within three business days. You may also find your net terms changed if we do not receive a payment on the date indicated by your accounts payable representative when we contact them. Payments may not be withheld due to anticipated credits. Unauthorized deductions on invoices are not acceptable.

Any billing disputes must be reported prior to the due date of the invoice to your Accounts Receivable contact at (610) 500-2000 extension 2006.

International accounts may incur a bank charge on their invoice if paying by wire transfer. If payments are made in U.S. Dollars by a bank, which has a branch in the United States, you may deduct this charge since we will not be charged a fee in this case. Our E.I.N. # is 23-2858784.

If you require any additional information from us to set Rieker up as a vendor and/or to facilitate payment please do so prior to the due date of all invoices. If you require Rieker to fill out any forms in order to give us approved vendor status, please indicate below:

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**See page 2 for required information.**



**RIEKER**  
INCORPORATED

# CREDIT CARD Payment Form

ORDER INFORMATION				
BUYER NAME			BUYER PHONE	
COMPANY			SALES REP	
PO or Ref #			<b>ORDER DATE</b>	
<b>RIEKER P/N</b>			REQUEST DATE	
DESCRIPTION			QUANTITY	
			PRICE PER UNIT	\$
ORDER CONFIRM (circle one)	<b>by EMAIL</b>		<b>by FAX</b>	
<b>FILL IN</b>				
SHIP TO INFORMATION (if different than billing address)				
ATTENTION				
COMPANY NAME				
STREET ADDRESS				
CITY		STATE		ZIP CODE
<b>EMAIL</b>			COUNTRY	
PHONE NUMBER			<b>FAX</b>	
SHIPPING METHOD (billed to credit card)				
<b>SAME DAY SHIPPING (In-stock Items Only)</b>		<b>UPS</b>		<b>CUSTOMER SHIPPER ACCT#</b>
ORDER PLACED BY 2PM EST	Order placed AFTER 2PM EST - EXPEDITE FEE APPLIES	NEXT DAY (RED)	2-DAY (BLUE)	(UPS FedEx DHL Other)
Stock items ship UPS Ground within 1 week of order unless otherwise specified. Non-stock items ship UPS Ground within lead times quoted. Same day shipping by request only, restrictions apply - contact your sales rep.				
CREDIT CARD HOLDER BILLING ADDRESS				
ATTENTION				
COMPANY NAME				
STREET ADDRESS				
CITY		STATE		ZIP CODE
<b>EMAIL</b>			COUNTRY	
PHONE NUMBER			<b>FAX</b>	
CREDIT CARD INFORMATION				
TYPE OF CARD (circle one)	VISA	MasterCard	AMEX	
NAME ON CARD				
CARD NUMBER				
EXPIRATION			SECURITY CODE*	
*Security Code (or CVV code): for VISA/MC it is typically a 3-digit # on back of card, for AMEX it is typically a 3 or 4-digit # on back of card – these are the numbers that follow the card number.				

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FORM NUMBER: RK0011\_03/07 UPDATED: 12/09

*This PDF file contains form fields allowing you to type in your pertinent information. Once filled out, it can be printed out and faxed along with your Purchase Order to 610-500-2002, attention Sales - for security purposes this fax once entered into our system will be destroyed. Please note for additional security purposes this PDF file will not allow a filled out form to be saved, only printed. Please be advised that it is not secure to email credit card information over the internet. We recommend that you fax the completed forms. By faxing, your information will be received at a secure fax location. Rieker does not retain credit card information on file for security reasons. For additional information or questions please call us at 610-500-2000. Thank you.*