



**HOLE SPECIALISTS, INC.**

*PRECISION DRILLING & HONING*

*SINCE 1993*

## **Cover Sheet**

**\*\*\*\*\*Please Note: First Orders are C.O.D.\*\*\*\*\***

**Before Hole Specialists, Inc. can begin any work for new customers, a New Customer Packet must be completed and returned.**

**Please review the following information and return. We must have all 4 forms on file prior to beginning work on customer material**

- ( 1 ) A signed Returned Goods Policy**
- ( 2 ) New Customer Information Sheet**
- ( 3 ) Tax Exempt Form for your state**
- ( 4 ) W-9**

**If you do not want to be C.O.D. after your first order and want credit with terms, we must have a signed Open Credit Agreement on file and at least ( 3 ) credit references with fax numbers.**

**Please allow 5-7 days to process credit applications.**

**\*\*\*\*\*Please Note: First Orders are C.O.D.\*\*\*\*\***

Initial Here \_\_\_\_\_



**HOLE SPECIALISTS, INC.**

*PRECISION DRILLING & HONING*

*SINCE 1993*

## **METHOD OF ACCEPTED PAYMENTS**

### **PREFERRED**

#### **MAKING PAYMENT WITHOUT AN INVOICE REQUEST.**

INTUIT PAYMENTNETWORK – Please remit through PaymentNetwork, a service from Intuit that lets you pay bills online for free. To do so, please visit <https://ipn.intuit.com/> sign up for a Personal Account and send payment to our email address: [info@holespecialists.net](mailto:info@holespecialists.net).

#### **MAKING PAYMENTS WITH AN EMAILED INVOICE REQUEST**

A request to pay an invoice that has been emailed to you through PaymentNetwork lets you pay bills online for free. Please check your email (if you don't see the message, check your spam folder and add PaymentNetwork to your safe senders list). Follow instructions in the email to register for the service and pay this invoice online for free. Invoices can be paid from anywhere you are able to log into your email.

### **OTHER FORMS OF PAYMENT**

#### **CREDIT CARDS:**

We accept Visa, MasterCard, American Express & Discover. Feel free to call us & we can take your card information over the phone as well as you coming into our location.

**\*\*As of 01/2017 a 5% processing fee will be added to all credit card payments**

#### **CHECKS:**

Checks are accepted but must have the name & address preprinted. Temporary checks will not be accepted.

#### **OTHER:**

Money Orders & Cashier checks are accepted.

**ALL FIRST ORDERS ARE C.O.D.**

Initial Here \_\_\_\_\_



# HOLE SPECIALISTS, INC.

PRECISION DRILLING & HONING

SINCE 1993

## New Customer Information

COMPANY \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

STATE

ZIP

SHIPPING ADDRESS \_\_\_\_\_

STATE

ZIP

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

OWNER/PRESIDENT \_\_\_\_\_ TAX ID# OR SS# \_\_\_\_\_

\*\*\*\*\**WE MUST HAVE A TAX EXEMPT FORM & W-9 ON FILE*\*\*\*\*\*

PAYABLES CONTACT \_\_\_\_\_ E-MAIL \_\_\_\_\_

BUYER CONTACT \_\_\_\_\_ E-MAIL \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

\*\*\*\*\* *ALL FIRST ORDERS ARE C.O.D.* \*\*\*\*\*

**IF YOU WANT OPEN CREDIT, PLEASE COMPLETE -- TRADE REFERENCES  
(PLEASE INCLUDE FAX NUMBERS)**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_



**HOLE SPECIALISTS, INC.**

*PRECISION DRILLING & HONING*

*SINCE 1993*

## **OPEN CREDIT AGREEMENT**

We, at Hole Specialists, Inc, strive to provide our customers the quality, service and attention you demand and ask that you pay us promptly. This letter is to make certain you, our customer, understand our credit policy.

1. To our approved customers, we sell on open account.
2. Payment is due in full within thirty (30) days from the date of our invoice to you. Amounts not paid within forty five (45) days shall incur interest at one and a half percent (1.5%) per month until the balance is paid in full.
3. If your account becomes overdue, you will be provided a monthly statement. Please review the statement and advise us immediately of any discrepancies so that there are no misunderstandings.
4. If you fail to pay our invoice in full within sixty (60) days of the date of our invoice to you, your account is subject to being put on credit hold. At this time, no orders will be shipped and no new orders accepted until the balance is paid in full.
5. If any portion remains unpaid ninety (90) days after the date of our invoice, the account will be referred to our attorneys for collection. All costs of collection, including but not limited to attorneys fees, will be borne by you. You agree that these costs shall be at a minimum of ten percent (10%) of the invoice amounts.
6. If your account becomes delinquent, in our discretion, we will do our best to work out some way to help you. Your continued goodwill and support is important to us.

You must sign this document and accept the above terms and conditions to keep an open account line of credit for Hole Specialists, Inc. Thank you for your business.

COMPANY NAME: \_\_\_\_\_

NAME OF OFFICER: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF OFFICER: \_\_\_\_\_



**HOLE SPECIALISTS, INC.**

*PRECISION DRILLING & HONING*

*SINCE 1993*

## Returned Goods Policy

Effective April 1, 1999

Dear Customer,

Hole Specialists, Inc. prides itself in being a quality and service oriented company. It is our goal to provide you with the exact specifications that you request. We maintain records of each job, which includes a final inspection sheet. We understand that at times errors occur and it becomes necessary for material to be reworked to rectify the problem or the material replaced altogether.

In regards to rework, Hole Specialists, Inc. should be notified within seven [7] days of any discrepancies and all material that has been removed from our shop must be returned within fifteen [15] working days from the pick- up date. Material that has been altered in any way after shipment, i.e.: heat treated, sawed, or any other process performed, will not be considered for rework unless prior authorization is received from the company president or the shop foreman at their discretion to agree to such rework.

All material that has been labeled scrap must have a discrepancy report and be returned to our facility for inspection. Unless we have received the material and a copy of the material invoice, we will not run a replacement part or issue credits. Material paid for by Hole Specialists, Inc. will become the property of this company and we require all certifications to be included. Parts must be returned within twenty [20] working days from the date of shipment and meet all of the above requirements. Scrapped material will be returned to you upon request; however it will then be your cost responsibility.

We appreciate your cooperation in this matter.

*Hole Specialist, Inc.*



**HOLE SPECIALISTS, INC.**

*PRECISION DRILLING & HONING*

*SINCE 1993*

**RETURNED GOODS POLICY ACCEPTANCE**

Hole Specialists, Inc.  
27950 Commercial Park Road  
Tomball, TX77375  
281-290-7797 Fax  
info@holespecialists.net

By signing below, I am stating that I am an authorized representative

for \_\_\_\_\_

and I have received, read and accept the terms and conditions of Hole Specialists, Inc. Returned Goods Policy, Effective April 1, 1999 (revised)

**Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**HOLE SPECIALISTS, INC.**

*PRECISION DRILLING & HONING*

*SINCE 1993*

## **CAPABILITIES**

**\*\*46 Total Machines\*\***

**\*\*12 CNC Drilling Machines – 15 Holes – 7 Lathes\*\***

On Center	*	.078” – 8” up to 20 ft
Off Center	*	.078” – 4.25” Drilled
Angle Hole	*	.078” – 4.25” Drilled
Weight	*	10 tons
Bolt Circle	*	79”
Pull Bore	*	2.5” – 7.25” up to 20 ft
Turning	*	Rough turn or blank out ID x OD
Straightening	*	Up to 8” Solid and 24’ Randoms

**\*\*Honing – to 21” up to 32 ft Stroke, 60 ft Randoms from both ends up to 21.00” ID\*\***

**\*\*Two of the largest column drilling machines in the country for molds, blocks, & bolt circles\*\***

**\*\*Delivery: 10-14 Working Days Standard\*\***

**\*\*Limited local delivery and pick up\*\***

Visit our website [www.holespecialists.net](http://www.holespecialists.net) For a quote [quote@holespecialists.net](mailto:quote@holespecialists.net)

**281-290-7770 PHONE**

**281-290-7797 FAX**

**800-40 DRILL (37455)**

**Shipping & Remittance: 27950 Commercial Park Rd, Tomball, TX 77375**



**HOLE SPECIALISTS, INC.**

*PRECISION DRILLING & HONING*

*SINCE 1993*

## GENERAL INFORMATION

Remittance: Hole Specialists, Inc.  
Mailing & Physical: 27950 Commercial Park Rd  
Tomball, TX 77375

Terms: **First Orders are C.O.D.**  
Net 30 **after** credit is approved and established  
Please allow 5-7 business days to process credit

Contacts: Larry Robinson – President / Sales  
Tony Fite – General Manager / Sales  
Coriena Spikes – Office Manager / Accounting  
Leon Knapp – Status / Quality Control  
Jack Huitt – Shipping & Receiving

281-290-7770 Phone  
281-290-7797 Fax  
800-40-DRILL

[www.holespecialists.net](http://www.holespecialists.net)  
[info@holespecialists.net](mailto:info@holespecialists.net)  
[quote@holespecialists.net](mailto:quote@holespecialists.net)

website  
general information  
sales