

ZUERN

BUILDING PRODUCTS & DESIGN CENTER

Dear Contractor:

Welcome to the Zuern Family! Zuern Building Products & Window Design Center from Zuern appreciate the opportunity to earn your business. We have been a full line building materials supplier since 1953, with locations in Allenton, Watertown, Cedarburg, Franklin, Slinger and most recently Madison and Delafield. From our beginning as Allenton Lumber and Fuel, with 5 employees, Zuern Building Products, through dedication of now over 200 employees, has grown to be one of the largest independent; family owned and operated lumber and building material supplier in Wisconsin.

With the power of a highly skilled team, emphasis on quality, and assurance of reliability; Zuern Building Products strives to achieve a greater level of expertise and develop long lasting relationships with our clients.

Enclosed you will find a credit application form. Please take a moment to fill in all areas, including proper signing of the application. If more than one partner is involved, please have all parties sign. Please allow 10 days for us to review your application. In addition to the application, we are including an overview of our billing procedures.

We appreciate you taking the time to review this packet of information. Please retain in your records, for your reference. If you have any questions, please feel free to contact our accounts receivable department. Their contact information can be found in this packet.

Sincerely,



Tom Zuern
Zuern Building Products, Inc.

820 ENTERPRISE DR.
SLINGER, WI 53086
(262)-297-5420
www.zuerns.com

KEEP A COPY OF THE SIGNED APPLICATION FOR YOUR RECORDS.
PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE.

BILLING PROCEDURE

- As a matter of policy, our company follows the Wisconsin Lien Law process as a tool to protect yours and our interest as a material supplier to your customer's project. This process becomes a win – win situation for both of us.
- With each new job, Zuern Building Products informs your customer that we are the material supplier for building products on their job. A "Subcontractor Identification Notice" sent to them in the mail accomplishes this. Although legally necessary to enforce a lien at a later date, this form is simply procedural at this point.
 - Our salesperson will be asking you for the name, current address, and job address as you start new jobs.
 - We will then send out a letter introducing ourselves as the building materials supplier with a brief explanation of the "Subcontractor Identification Notice."
 - "Subcontractor Identification Notice" will be sent certified mail per Wisconsin State Law, and your customer will be asked to sign for the envelope.
 - A "Subcontractor Identification Notice" will be a valuable tool to assist YOU and US if a disagreement should occur and funds are threatened to be withheld.
- Should funds be withheld, we will proceed with an "Intent to File a Construction Lien" to your customer.
- If the problem has not been resolved within 30 days from sending the "Intent to File a Construction Lien," we can now file the actual "Construction Lien" on the customer's property. Our experience has shown us that in most cases, customers and their financial lending institutions respond quicker to grievances and that money issues clear up faster when this procedure has been legally followed.
- Please refer to the enclosed pages for a sample of the "Subcontractor Identification Notice," sample letter and a schedule of our payment terms. If you should have questions regarding the application or questions for the Accounts Receivable Department, please refer to the contact list found on the next page.

TERMS

- Statements are processed on the last day of each month and mailed the following business day.
- Statements come due on the last day of the following month. Balances not paid after 30 days will accrue finance charges.
- Accounts over 60 days past due will be reviewed by management.
- In order to maintain an account, purchases at a minimum of \$5,000.00 per year are expected. Exemptions will be made for local municipalities, businesses, and churches/religious organizations. Anything under this amount we encourage you to use cash, check, or a credit card.

RETURNS

Under normal situations, inventoried items may be returned within 45 days without a return charge provided that they are in clean, saleable conditions and of reasonable quantities. Items that are special ordered and stocked by our vendors are subject to a return charge of up to 50% if our vendor approves a return. Special order items made to order, non-inventoried by our vendor, or pre-finished, cannot be returned for credit.

SPECIAL ORDER PRODUCTS

Product that has been special ordered, received, and remain at Zuern Building Products for a period of more than 30 days will be invoiced to the customer. Please understand in the height of the building season, Zuern Building Products experiences a shortage of space and damage to product increases with each handling. Zuern Building Products thanks you for your understanding of this policy.

ACCOUNTS RECEIVABLE DEPARTMENT

Slinger
(262) 297-5420
ardept@zuerns.com

Tammy Glodowski
(262) 297-5421
tammy.glowdowski@zuerns.com

Nathan Stuesser
(262) 297-5448
nathan.stuesser@zuerns.com

Carol Hawig
(262) 297-5423
carol.hawig@zuerns.com



<Date>

<Recipient_Name_ >

<Address>

<City, State, Zip>

Dear <Recipient_Name_>

On behalf of Zuern Building Products, Inc. I would like to congratulate you on the start of your building project. Your contractor (contractor), has made us aware that they will be purchasing building materials for you. Since our opening in 1953, it has been our goal to supply you with quality building materials and services. We take great pride in our knowledgeable staff, who will guide you through the process of your project.

You have received this letter and Subcontractor Identification Notice by certified mail. The State of Wisconsin requires us to send this notice certified to inform you of your lien rights and make you aware that the building materials are supplied by Zuern Building Products, Inc. These guidelines were put in place to protect you, the contractor, and the supplier. Please do not construe this as a reflection upon the integrity or credit standing of your contractor. When you selected (contractor), as your contractor, we were made aware of your project and set up a job on their account with Zuern Building Products, Inc. Over the course of the project, your contractor will submit an invoice to you or the title company for payment, please ask them to provide a lien waiver from Zuern Building Products, Inc.

To summarize, this is only a notice, informing you that the materials are being purchased on your behalf by (contractor). The lien waiver that Zuern Building Products, Inc. will issue to your contractor for the materials purchased for your job will serve as confirmation that these materials have been paid.

We are very excited about our new partnership with you and thank you for selecting (contractor) to handle your construction needs. If you have any questions, please feel free to contact me @ 262-297-5420.

Sincerely,
Zuern Building Products, Inc.

Accounts Receivable
Enclosure

SLINGER
820 Enterprise Dr.
Slinger, WI 53086
(262) 297-5420

SUBCONTRACTOR IDENTIFICATION NOTICE

60 Day Notice
779.02(2)(b), Wis, Status

To: <Recipient Name> <Company Name> (owner's name)
<Address> <AptSuite> (owner's name)
<City,> <State> <Zip>

As part of your construction contract, your prime contractor may have already advised you that those who perform, furnish or procure labor, services, material, plans or specifications for the construction on your property will be identifying themselves to you.

The undersigned first performed, furnished, or procured labor, services, materials, plans or specifications on: <Ship Mn> <Day>, 2022 for the improvement now under constructions on your property located at : <J Address > <J City>,<J State> <J Zip> (give a legal description, street address or other clear description).

Please give your mortgage lender a copy of this notice within (10) ten days after you receive this, so your lender, too, will know that the undersigned is included the work.

This notice is given for purposes of identification, and is not acclaim to you or to you lender for payment.

Date or this Notice:

<Month> <DY>, 2022

Signed:

ZUERN BUILDING PRODUCTS, INC.

_____, accts.rec.
Material Supplier or Subcontractor
(give firm name & title of signer)

Sent by registered or certified-return-receipt
mail _X_ <Month> <DY>, 2022
Personally served

Copies:
(White) To be sent to owner.
(Pink) Copy for lender (if any), also
Sent to owner. Owner
should forward this copy to lender.

_____, 20_____
(Check applicable method of giving
notice and provide date)