

MSC Periodic Billing Option

Introduction:

As part of our continuing commitment to provide our customers with world-class service, MSC is pleased to offer you a Periodic Billing system to help reduce your overhead costs.

Rather than receiving one invoice per packing slip, you will now have the option to choose your billing within the time frame that best suits your needs. Imagine placing multiple orders during the month and receiving only one invoice. This system will reduce your costs by alleviating unnecessary paper flow and allowing one check for multiple purchases.

In order to meet a variety of needs, there are six variations of the Periodic Billing system:

*Daily - A Periodic Bill will print daily.
Payment terms: Net 30 days*

*Weekly - A Periodic Bill will print weekly.
Payment terms: Net 21 days*

*Semi-Monthly - A Periodic Bill will print on the 15th and last day of the month.
Payment terms: Net 15 days*

*Monthly - A Periodic Bill will print at the end of the last day of the month.
Payment terms: Due upon receipt*

*Custom Monthly - A Periodic Bill will print at the end of the last day of your fiscal month or any day of the month you choose.
Payment terms: Due upon receipt*

Monthly-No Print- No invoices will print.

We also offer two forms of Periodic Billing for you to choose from:

Detail - A detailed invoice (see example) listing complete purchase and item detail for each item shipped by packing slip.

Summarized - A summarized invoice (see example) listing each packing slip number along with your purchase order.

If you decide that receiving both a detailed and summarized invoice meet your needs, this option is also available.

Additional Options:

We can sort your bill to subtotal after one of the following sort options:

- * Purchase Order Number*
- * Purchaser's Name*
- * Ship-To Address*

If you want to include your Credit/Return memos, just let us know.

- * Credit Memo*

If you are interested in paperless invoicing, we offer an e-mail option.

- * Available to customers with PDF capability and includes an embedded Excel spreadsheet for additional sorting capability.*

We want to make certain that, as our customer, you understand that at any time if you decide the Periodic Billing isn't meeting your needs, we will return your account to the previous billing method.

MSC would be pleased to have you participate in our Periodic Billing option. You can enjoy the many benefits of this new service by simply returning the enclosed agreement to your outside sales representative or local branch. By participating in this program you are allowing us to continue with our commitment to be "Easy to Do Business With." We look forward to your response. Thank you.

MSC Industrial Direct Co. Inc.
Billing Options
Customer Agreement Form

PERIODIC BILLING

MSC's Periodic Billing Option will allow your company the flexibility to choose the billing period that best satisfies your needs. This will eliminate your receipt of an invoice for each shipment sent to you by MSC. **PLEASE NOTE**, by choosing to participate in Periodic Billing, you **WILL NOT** receive individual invoices after your requested start date.

Check one of the following billing periods below:

<input type="checkbox"/>	<u>BILLING PERIOD</u>	<u>TERMS</u>
<input type="checkbox"/>	Daily	Net 30 Days
<input type="checkbox"/>	Weekly	Net 21 Days
<input type="checkbox"/>	Semi-Monthly	Net 15 Days
<input type="checkbox"/>	Monthly (1 st day to last day of month)	Due Upon Receipt
<input type="checkbox"/>	Custom Monthly	Due Upon Receipt – Fiscal M/E Date: _____
<input type="checkbox"/>	Monthly-No Print	No Invoice Will Print

TYPE OF BILLING (check one of the following billing types below)

- Summarized (does not include item descriptions)
 Detail (includes item descriptions)
 Both

	NAME	PHONE	SIGNATURE
Purchasing Contact:	_____	_____	_____
A/P Contact:	_____	_____	_____
MSC Sales Associate:	_____	_____	_____
Company Name: _____		Customer #: _____	

All Shipping addresses: YES ___ NO ___
 If no, supply ship-to numbers _____ (an individual invoice will print for each ship to)

Start Date: Yes, please start Periodic Billing for my company on _____.

Sort your bill to sub total after one of the following sort options (check only one of the sort methods below):

- Ship Date (default)
 Purchase Order Number
 Purchaser's Name
 Ship-To Address

E-mail Option: (Must have PDF capability – paper invoice will not be mailed.) Our e-mailed invoice will include an embedded Excel spreadsheet for additional sorting capability.

A/P E-mail Address: _____

Secondary E-mail Address: _____

Include Credit/Return memos:

Credit Memo Yes _____ No _____

Include Credit Card Transactions:

Credit Card Yes _____ No _____

*Fax or e-mail completed form to Rita Marconi at 516-812-2530 or MARCONIR@MSCDIRECT.COM. If you have questions, please call Rita at 516-812-1831.



Please see above periodic billing sample which includes embedded Excel spreadsheet. Double click to open.

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