

Customer Information Request & Rates Sheet

Please complete the form and return to sales@machineethicsllc.com or fax to 231.760.4389

Date Completed:		How were you referred to Machine Ethics?	
Customer Company Name			
Billing Address, City, State, Zip			
Accounting Department Email			
How Do you Prefer to Receive Invoices? (U.S. Mail, Email Above or Email Further Below)			
Shipping Address, City, State, Zip			
Company Phone Number			

Accounts Payable Contact:

Contact for Service Requests:

Additional Contact Person:

Name:		Name:		Name:	
Phone:		Phone:		Phone:	
Email:		Email:		Email:	
Terms to be set up?		Net 30 (other terms upon approval),			
Options Include:		Due Upon Receipt, COD			
Signature of Person Completing Form* required					

To be eligible for terms with Machine Ethics, a trade reference sheet (3 trade and 1 bank) is required

All references must come back in good standings and with acceptable ratings for terms to be extended

General Rate Information

Ongoing Projects	Quoted Upon Request
Large Projects	Quoted Upon Request
Minimum Fees	1/4-Hour Increments with a 3-Hour Minimum
Partial Billing	Projects May Be Billed in Increments Until Completion
Advance Payment	Required for Part/Material Fees of \$500 or more
Rush Orders	Additional Fees Will Incur - Pending Impact and Availability
Other Fees	Shipping, Pick-Up, Delivery, Consulting, Engineering Time, Parts and Materials

Your Machine Ethics Contacts

Dan Smith
 Service Manager
DanS@MachineEthicsLLC.com
 Cell 231.830.6434

Jessica Larson
 Operations Manager
JessicaL@MachineEthicsLLC.com
 Office 231.739.7800

Service Fee Schedule

Rate	Per	For	When
\$95	Hour	Service and Travel Rate	Standard Business Hours
\$143	Hour	Service and Travel Rate	Saturday and After Hours
\$190	Hour	Service and Travel Rate	Sunday and Holiday Hours
\$140	Hour	Advanced Controls Work	Standard Business Hours
\$65	Day	Additional Per Diem	If Overnight Travel is Required
\$100	Day	International Per Diem	If International Travel is Required
Cost Varies	Day	Hotel, Flight, Fuel, Other	Transportation and/or Overnight Travel
Included	-	Mileage	Incl with Local Service/Travel Rate

Standard Business Hours

7:00 a.m. - 3:30 p.m. E.S.T., Monday - Friday



Standard Payment Terms

NET 30 Days (Upon Approval), Except: Advance Payment for Parts/Material Fees of \$500 or More

Payment Methods Accepted



Check, Bank Transfer, Visa, MasterCard, American Express and Discover

There is a 3.5% service fee charged for all credit card transactions that are for service hours rendered

Thank you for choosing Machine Ethics for your business needs. We look forward to serving you.

