



MECCO, LLC

Mechanical Engineering & Construction
10545 Guilford Road, Jessup, MD 20794
PH : (301) 953-7600 Fx : (301) 953-7667

NEW CUSTOMER INFORMATION FORM

BILLING INFORMATION :

Bill-To Name : _____
(Legal Entity name as stated on written contract)

In Care Of (C/O) (if applicable) : _____
(Management Company / Owner)

Street Address : _____

Suite : _____

City : _____ Quadrant : _____

State : _____ Zip : _____

On-Site Contact Name : _____

Phone #1 : _____ Phone #2: _____

Duns # : _____

Billing Email : _____

Any Special Billing Instructions: _____

ACH payment available? Yes No

Does your company use blanket POs for your sites? Yes No

If so, what would the blanket PO be? _____

Is a PO required for each service visit? Yes No

Is a portal utilized for invoice submission? Yes No

If yes, please attach portal sign up information to this packet _____

Is this site tax exempt?

Yes

No

If yes, please attach tax exemption certificate to this packet.

SITE INFORMATION:

Site / Building Name : _____

Street Address : _____

Suite/Room/ Floor : _____

City : _____

Quadrant : _____

State : _____

Zip : _____

Site Contact Name : _____

Phone #1 : _____

Phone #2 : _____

Site Instructions (Unit #, Parking, etc.): _____

CERTIFICATE HOLDER INFORMATION :

Certificate Holder Name : _____

Certificate Holder Address : _____

Send Certificate To : _____

(complete email address)

ADDITIONAL INSURED INFORMATION :

Additional insured name : _____

(list any names of additional insured entities)

Additional insured special language : _____

(list any language required for additional insured)

*If possible, please attach a sample certificate of insurance for reference.
Please allow 24-48 hours for the certificate to be sent to the customer.*

MECCO LLC TERMS & CONDITIONS

1. MECCO, LLC warrants that the material and workmanship provided under this agreement should be free from defects for (30) days from date of completion unless stated otherwise. If any replacement part or item of equipment proves defective, MECCO, LLC will extend to the Customer the benefits of any warranty MECCO, LLC receives from the manufacturer. Warranty labor after (30) days will be at Customer's expense and at the rates then in effect.
2. Customer shall permit MECCO, LLC free and timely access to areas and equipment, and allow MECCO, LLC under this Agreement to start and stop the equipment as necessary to perform required services. All work under this Agreement will be performed during normal working hours of Monday through Friday, 7:00am until 3:30pm, excluding holidays.
3. Customer will promptly pay invoice within (30) days of receipt. Should a payment become (90) days or more delinquent, MECCO, LLC may stop all work under this Agreement and/or cancel this Agreement. A service charge of 1 ½ % per month (18% annual rate) will be charged on all past due accounts.
4. Any invoice paid by Credit Card will be subject to a processing fee of total invoice amount.
5. Any alteration to, or deviations from, this Agreement involving extra labor or material will become the basis of an extra charge over the sum stated in this Agreement. MECCO, LLC will notify Customer before performing any work that would result in additional charges.
6. In the event MECCO, LLC must initiate legal action in order to recover an amount due under this Agreement, the Customer shall pay MECCO, LLC court costs and reasonable attorney fees.
7. Any legal action relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of work. The laws of the State of Maryland shall govern this Agreement.
8. MECCO, LLC shall not be held liable for expense incurred in removing, replacing or refinishing any part of the building structure or equipment insulation necessary to the execution of this Agreement.
9. MECCO, LLC shall not be liable for injuries to persons or damage to property caused by failure of the equipment serviced hereunder except those directly due to the negligent act or omissions of our employees, and, in no event shall we be liable for consequential or speculative damages.

10. MECCO, LLC shall not be responsible for replacement parts when they are obsolete or original design changes are necessary.
11. MECCO, LLC shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers. Strikes, including those by MECCO, LLC employees, lockout, civil or military authority, priority regulations, loss of business, war conditions, and/or acts of God, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control. It is expressly agreed that MECCO, LLC assumes no liability for negligence, misuse or failure whatsoever other than MECCO, LLC failure to perform the service herein set forth.
12. Under no circumstance, whether arising in contract, tort (including negligence), equity or otherwise will MECCO, LLC be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Customer's tenants or clients, or any special, indirect or consequential damages.
13. In the event that this contract is cancelled by the Customer, without default on the part of MECCO, LLC the Customer shall be liable at MECCO, LLC option for incurred costs and such profit as would have been realized had the Agreement not been breached by the Customer.
14. Any alterations, additions, adjustments or repairs made by others, unless authorized by MECCO, LLC will release and cancel all obligations of MECCO, LLC
15. To accept the judgement of MECCO, LLC. as to the best means and methods to be employed for any corrective or repair necessary and to have repairs made promptly, and that failure to do so will release and terminate all obligations of MECCO, LLC
16. MECCO, LLC will perform its work in conformance the U.S. Environmental Protection Agency (EPA) Clean Air Act (CAA) effective July 1, 1992. This rule states that it is unlawful to knowingly vent, release or dispose of (chlorofluorocarbons (CFC's) and hydrochlorofluorocarbons (HCFC's), during the repair, service, maintenance any person servicing, maintaining, repairing or disposal of air conditioning and refrigeration equipment. Insignificant releases that occur despite a "good-faith" effort to comply with the law may be exempt. Companies must recycle with EPA-certified equipment and must certify that their employees are trained in the proper operation of the equipment. An additional fee will be applied to your invoice for this service whenever applicable.