

## Credit Application

Use this template if your business wishes to grant credit to other businesses or individuals. This template is intended to be filled out on paper by businesses or individuals. You may customize the template by filling in your company's name, address, credit manager, and telephone number.

With the exception of data entry cells, all cells are protected. To view the data entry cells, click the shading button on the custom toolbar -- it's a square with gray in the center, located just after the lock button. The shading button applies a gray pattern to all unprotected data entry cells, making them easy to identify.

The pattern is automatically cleared when you print the worksheet. When printing the worksheet, remember that you must use the print button on the custom toolbar or the standard toolbar. The File | Print menu command does not clear shading.

**Copyright © 1999 KMT Software, Inc. Click the Info button on the template toolbar for information about KMT's products and services.**

# COMMERCIAL CREDIT APPLICATION

<b>S H I P  T O</b>	Name <input style="width: 40px; height: 20px;" type="checkbox"/>	<b>B</b> Name
	Street Address <span style="float: right;"><i>Check</i></span>	<b>I</b> Mailing Address
	City/State/Zip <span style="float: right;"><i>if same</i></span>	<b>L</b> City/State/Zip
	Contact <span style="float: right;"><i>as the</i></span>	<b>T</b> Contact
	Phone <span style="float: right;"><i>ship to</i></span>	<b>O</b> Phone <span style="float: right;"><i>fax</i></span>
	<small>email</small>	

Business Type:  Sole Proprietor  Partnership  Corporation State \_\_\_\_\_ D&B # \_\_\_\_\_

How long in business: \_\_\_\_\_ Federal & State Tax ID #: \_\_\_\_\_ / \_\_\_\_\_

Type of Business: \_\_\_\_\_ Credit Amount Desired: \_\_\_\_\_

Name(s), Address(es) & Phone Numbers of all Corporate Officers, Partners or Proprietors

---

---

---

---

---

List the Name(s) of Contact(s) & Authorized Buyer(s) for Purchase Orders; Contact Name for Invoices Due (A/P)

Name, Title, Address, Phone, Fax & Email *must be included*

---

---

---

Bank Reference	Account Number(s), Contact and Phone or Fax Number
_____	_____
_____	_____
_____	_____

Trade References: Company Name, Address, Contact and Phone or Fax Number	
<b>1</b>	_____
	_____
<b>2</b>	_____
	_____
<b>3</b>	_____

All amounts owing on each sale shall be due and payable in full within 30 days after date of invoice, unless otherwise agreed to. Any other agreements must be in writing. Upon default inpayment, all amounts owing shall immediately become due and payable without further notice or demand, and such accelerated amount in default shall bear interest at the rate of 2% per month until paid in full, together with costs, attorney;s and collector's fees. Payments shall be credited first to the accrued interest, if any, and then to the oldest items of principal indebtedness. Purchaser shall pay Seller a service charge in an amount of \$25.00 for all checks returned by Purchaser's bank. Upon default, Purchaser's account may be referred for collection in which event whether or not suit is instituted, purchaser shall pay a reasonable attorney or collector's fee. Purchaser shall notify Seller by certified mail of any change of ownership of Purchaser. Purchaser warrants to Seller that all financial information furnished for the purpose of obtaining credit is true, correct and complete in all material respects; and Purchaser authorizes to Seller all references furnished pertaining to the credit and financial responsibilities of Purchaser.

**CLAIMS MUST BE REPORTED WITHIN 48 HOURS OF DELIVERY FOR ANY CREDITS TOWARD POOR QUALITY MATERIAL OR SHORTAGES. IF YOU FEEL A FUTURE CREDIT MAY BE NECESSARY FOR A SHIPMENT, NOTIFY US IMMEDIATELY FOR PENDING CREDIT.**

**I authorize Richardson Brothers, Inc. to obtain credit information on my account for the use of establishing credit terms with their company. I warrant that I have the authority to apply for credit and make the statements herein.**

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

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