# **MEMO for Credit Applicants**

Thank you for requesting an application for credit from Vermont Hardwoods. We are pleased to offer our terms of Net 30 Days to all qualified applicants, provided you complete at least one order prepaid by check or credit card, or COD.

However, we would like you to know up front that our terms are very strict. The terms of Net 30 Days applies to each individual invoice, and each invoice is expected to be paid on time. While we are not a finance company, we will act as one if forced; a finance charge will be assessed on all invoices still unpaid after 30 days, and every 30 days thereafter that it remains unpaid. For ease of communication, we require that **you must be able to receive documents by email (preferred) or fax**.

If you have any question of your ability to pay your invoices within 30 days we ask that you choose alternative payment options. Collection procedures are no fun for us or you, and cost everyone in the long run. COD is available at an additional cost (ask us for current rates), so we recommend Visa, MasterCard, American Express or Discover.

### When you fill out the application:

- If you have a preprinted information sheet with references etc. we still need you to fill out the "Company Information" and "Agreement" sections.
- Please write clearly, or use our fill-in PDF form on your computer and print/sign to send back.
- Please be sure to complete each section, including the back.
- Use only references that you currently have open accounts with. Any accounts that you pay by Credit Card or COD terms, *do not* qualify as references - please do not list them.
- ► Inclusion of Fax and Account numbers usually expedites the process.

The following suppliers will NOT provide credit references!

PLEASE DO NOT LIST THEM!

Don Mar \* Larson Juhl \* Victor Moulding G&G Moulding \* F Schumacher & Co Nurre Caxton \* Nielsen-Bainbridge

We take your request for an open account with us as intention of long-term business with Vermont Hardwoods. We thank you for that and look forward to a mutually profitable relationship.

If you have any questions please do not hesitate to contact us. We will gladly help you in any way we can.

Thank You,

Credit Department Vermont Hardwoods



# **CREDIT APPLICATION**

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---- COMPANY INFORMATION -----

Applicant Name		Mailing Address (only if differ	ent)
Actual Business Name (if different)		Street or PO Box	
Street Address		City, State, Zip Code	
City, State, Zip Code		Email Address	
Phone: () Fax: (	)	Website	
Business Structure:	Names of <i>all</i> owners /	officers	Title
• Sole Proprietorship			
O Partnership			
<b>O</b> Corporation			
Month/Year Started/			
Federal ID Number	_ (or Social Security #	if individual or partnership)	
Person responsible for paying this account	nt:		
Email or Fax:		Phone: ()	
	DEED		
	KEFER	ENCES	
Your Bank Name:			
Mailing Address:		Phone: ()	
City, State, Zip:		Account #(s):	
Contact Person:			
Suppliers (who you currently buy from on a	a <b>credit</b> basis):		
	·		
Name		Name	
Address		Address	
City, State, Zip Code		City, State, Zip Code	
Account Number		Account Number	
Phone: () Fax: (	)	Phone: ()	Fax: ()
Name		Name	
Address		Address	
City, State, Zip Code		City, State, Zip Code	
Account Number		Account Number	
Phone: () Fax: (	)	Phone: ()	Fax: ()
All fields are required		See reverse	side for agreement and signature.

## - - - - - AUTHORIZATION - - - - -

I (We) authorize the above listed bank and suppliers to release, upon verbal or written request by Vermont Furniture Hardwoods, Inc., such information requested relative to open accounts, notes, mortgages, construction loans, and deposit accounts that are pertinent to the granting of credit to me (us).

#### ----- AGREEMENT -----

I (We) agree to do my (our) best to pay Vermont Furniture Hardwoods, Inc., within 30 days of the invoice date. If payment is not made within these terms, I (we) agree to forfeit any quantity discount, and to pay an overdue assessment charge of 1.5% per month (minimum of \$5.00) from the date of original invoice. A fax or photocopy of this document will be considered to be original. After any two year period of inactivity I (we) agree that our account, if approved, may be closed.

I (We) further agree, in the event of any balance, past due or contested, is placed in the hands of an attorney for collection, to guarantee payment of reasonable attorney's fees and costs incurred by Vermont Furniture Hardwoods, Inc. or its attorney in the collection of such balance, provided that Vermont Furniture Hardwoods, Inc. prevails.

I (We) agree to future change(s) made to this agreement, provided that Vermont Furniture Hardwoods, Inc. notifies me (us) in writing at least 30 days prior to the effective date of such changes(s).

I (We) agree to maintain a working Payment Contact Method and will update Vermont Hardwoods with any changes of such. I (We) understand that failure to maintain a working Payment Contact Method will result in the suspension of our terms until one can be reestablished.

#### Principle Owner or Major Shareholder

Company Name		
ndividual's Name		
Home Address		
Lity, State, Zip Code		
Home Phone Number		
Signatures of owner(s) / officers & dates signed:		
/ /		/ /
,,		,//
For Office use Only:		
Inquiries	Approval	
Date Received/		
Date Sent//	Date Credit Limit	Account Number
1 2 3 4 B		
Overall	Authorized Signature	

Rev 6/1/14