

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



----- COMPANY INFORMATION -----

Applicant Name _____	Mailing Address (only if different) _____
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:

<input type="radio"/> Sole Proprietorship	Names of <i>all</i> owners / officers _____	Title _____
<input type="radio"/> Partnership	_____	_____
<input type="radio"/> Corporation	_____	_____
Month/Year Started ____/____	_____	_____
Federal ID Number _____	(or Social Security # if individual or partnership)	

Person responsible for paying this account: _____

Email or Fax: _____ Phone: (____) ____-____

----- REFERENCES -----

Your Bank Name: _____

Mailing Address: _____ Phone: (____) ____-____

City, State, Zip: _____ Account #(s): _____

Contact Person: _____

Suppliers (who you currently buy from on a *credit* 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.

