

New Customer Account / Credit Application

1. Company Information

Company Name:		Phone #	Fax #
Billing Address:		City:	State: Zip:
Shipping Address:		City	State Zip:
Contacts:			
Purchasing:		Phone #:	Fax #:
		E-Mail:	
Accounts Payable:		Phone #:	Fax #:
		E-Mail:	
Tax Exempt: Yes <input type="checkbox"/> No <input type="checkbox"/>		Resale #:	
(if so need a signed certificate)			
Special Delivery Requirements:			

How do you wish to receive your invoice?	E-Mail <input type="checkbox"/>	Fax <input type="checkbox"/>	Mail <input type="checkbox"/>
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Fax #:	Attn:	E-Mail Address:
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How much credit are you requesting?

How much do you currently spend on janitorial / sanitary products per month?
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2. Dun & Bradstreet

Listed with Dun & Bradstreet	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dun & Bradstreet #	Credit Rating (if known)

3. Proprietorship

Date Established:	Date Ownership began:	Franchise: Yes <input type="checkbox"/> No <input type="checkbox"/>
Proprietor Name:	Social Security #:	Home Phone:
Street Address:	City:	State Zip:

4. Partnership

General Partnership <input type="checkbox"/>	Limited Partnership <input type="checkbox"/>	Date Established	Franchise: Yes <input type="checkbox"/> No <input type="checkbox"/>
Partner Name:	Social Security #:	Home Phone:	
Street Address:	City:	State Zip:	
Partner Name:	Social Security #:	Home Phone:	
Street Address:	City:	State Zip:	

PROFESSIONAL SUPPLY

Professional Supply
P.O. Box 88
Sheboygan, WI 53082-0088
Phone: (800) 236-8675
Fax: (920) 565-4100
E-Mail: sales@cleaningstuff.com
Website: www.cleaningstuff.com

5. Corporation

Date of Incorporation:		State of Incorporation:		Franchise:	Yes		No	
President Name:		Secretary:						
Treasurer Name:		Other:						
Corporate Mailing Address:								

6. Trade Credit References

Company Name:		Contact:									
Address:		City:		State:		Zip:		Phone #:		Fax#:	

7. Trade Credit References

Company Name:		Contact:									
Address:		City:		State:		Zip:		Phone #:		Fax#:	

8. Trade Credit References

Company Name:		Contact:									
Address:		City:		State:		Zip:		Phone #:		Fax#:	

9. Trade Credit References

Company Name:		Contact:									
Address:		City:		State:		Zip:		Phone #:		Fax#:	

Prepared By:		Title:		Date:	
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CREDIT POLICY

Effective Date: August 1, 2006

Credit for new accounts will be established as follows:

- 1 All new customers must fill out a NEW CUSTOMER ACCOUNT/CREDIT APPLICATION.
- 2 A credit check will be done on all new accounts. The amount of credit and payment terms will be determined by the outcome of the credit check and size of the account.
- 3 Accounts with good and excellent credit will receive terms of Net 30 days.

Accounts with fair credit will receive terms of Net 15 days.

Accounts with poor credit will be placed on C. O. D.

New businesses or accounts with no credit history will be determined on a case-to-case basis.
We reserve the right to place any account on C. O. D.
- 4 Credit may not be established by your first order, therefore a few orders may be shipped C. O. D. until your credit status has been determined.

Payment terms are as follows:

- C. O. D. Cash on Delivery. Certified or banks checks are also accepted. Business or personal checks can be used with prior approval. Visa, MasterCard and American Express are also accepted. (credit card information must be given before the order is shipped).
- Net 15 All invoices are payable 15 days from the receipt of the merchandise.
- Net 30 All invoices are payable 30 days from the receipt of the merchandise.

Additional Information:

- We accept Visa, MasterCard and American Express as payment on all accounts.
- Payment can also be made through PayPal or Electronic File Transfer

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Credit Policy Details:

- 1 The due date will be stamped on each invoice.
- 2 If any invoices remain unpaid for more than 15 days past the due date your account **MAY** be placed on **CREDIT HOLD**.

If any invoices remain unpaid for more than 30 days past the due date your account **WILL** be placed on **CREDIT HOLD**.
- 3 Any and all orders placed on CREDIT HOLD will be held until full payment is received on all open invoices.
- 4 Accounts being placed on CREDIT HOLD repeatedly are subject to being placed on permanent C. O. D. or your credit limit may be permanently lowered.
- 5 Credit will not be extended in any amount more than your established credit limit.
- 6 Your credit limit may be raised upon request, subject to credit approval.
- 7 This policy will be strictly enforced. If you have any questions, contact Marcie Laurin.

The People That Take Care Of You After The Sale