



10 Brown Square  
Ipswich, MA 01938  
Phone: (978) 356-4387  
accounting@tedfords.com

## CREDIT APPLICATION

### APPLICANT INFORMATION

Legal Applicant/Business Name: \_\_\_\_\_ Tax ID/SSN: \_\_\_\_\_

Account Name (if different): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of business: \_\_\_\_\_ Date business commenced: \_\_\_\_\_

Personal Account  Corporation  LLC  Sole Proprietorship  Partnership  Municipality

Sales Tax Exempt:  Yes  No

\*If yes, please attach copy of exemption certificate Tax Exempt #: \_\_\_\_\_

### PRINCIPAL(S) OWNER(S), OFFICER(S), TRUESTEE(S), AND/OR PARTNER(S)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

### BANKING INFORMATION

Bank Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bank Contact: \_\_\_\_\_ Account #: \_\_\_\_\_

### TRADE REFERENCES

1. Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PURCHASE ORDERS

Do you require purchase order/job names on invoices?  Yes  No

### ELECTRONIC BILLING DOCUMENTS (INVOICES/STATEMENTS)

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### AUTHORIZED PURCHASER(S)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

## TERMS & CONDITIONS

**CREDIT TERMS:** Payment for purchases made on account is due in full by the end of the month following the statement end date. Tedford's Building Materials & Hardware reserves the right to modify or change terms at its sole discretion. The customer agrees to pay a service charge of one and one half percent (1.5% per month, 18% per annum) on delinquent invoices, accrued on the 1<sup>st</sup> of every month, until account is paid in full.

**CREDIT POLICY:** Statements are rendered as of the assigned credit terms. All amounts due for purchases from Tedford's Building Materials & Hardware., are payable at 10 Brown Square, Ipswich, MA 01938. Tedford's Building Materials & Hardware reserves the right to suspend or close an account for delinquent funds owed for invoices, without notice.

**COURT VENUE:** In the event of non-payment, the customer agrees that: The proper venue/forum shall be the Essex County Massachusetts State Court (Superior or District as the case may be).

**COLLECTION COSTS/ATTORNEYS FEES:** In the event of any default in payment by the Customer, the parties agree that the Customer shall pay Tedford's Building Materials & Hardware's collection costs, including without limitation, administrative costs, filing fees, summonses, process fees, deposition transcript fees, subpoena costs, and all other associated fees for the collection of this debt. The Customer shall also pay Tedford's Building Materials & Hardware's reasonable attorney's fees.

**ENTIRE AGREEMENT:** This Agreement is the entire agreement between the Buyer and Seller, and supersedes any oral or written agreements prior to the date of this application. This Agreement is entered into in the state of Massachusetts and is governed by the laws of the state of Massachusetts. Tedford's Building Materials reserves the right, in its sole discretion, to accept or reject orders and to continue or terminate the customer relationship at any time.

It is understood that the preceding information is provided for the purpose of obtaining credit and the applicant warrants it to be true. The applicant understands and agrees that the information provided herein may be used by Tedford's Building Materials & Hardware to investigate the credit worthiness of the applicant. The applicant authorizes Tedford's Building Materials & Hardware to retrieve credit information from the trade references and commercial bank listed on this application. The applicant further authorizes and permits Tedford's Building Materials & Hardware to periodically verify said information thereafter during the pendency of this Agreement.

Signature: \_\_\_\_\_

PRINT Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONAL GUARANTY

The undersigned, individually and jointly and severally with customer, hereby unconditionally agrees to be responsible for and to pay for all purchases and the account when due, together with finance charges, attorney's fees and costs pursuant to the terms on the account application, regardless of whether the amounts due are for past, current or future purchases.

This agreement and guaranty shall continue in full force and effect until revoked by the undersigned, and all amounts due have been paid in full, which revocation shall be effective only as to the building materials and services sold to customer after written notice of revocation of this guaranty is received by Tedford's Building Materials & Hardware, at 10 Brown Square, Ipswich, MA 01938.

### MUST BE SIGNED BY ALL PRINCIPALS

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

PRINT Name: \_\_\_\_\_ PRINT Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

ACCOUNT #: \_\_\_\_\_

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

CREDIT LIMIT: \_\_\_\_\_

PURCHASING CODE: \_\_\_\_\_

TAX CODE: \_\_\_\_\_

PAYMENT TERMS: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_