

# CREDIT APPLICATION

The undersigned is applying for credit with Service Concepts (the "Company") and agrees to abide by the terms and conditions of the Company's standard contract.

1. Company Name  
and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

3. Federal Tax ID or Social Security No. \_\_\_\_\_

4. Type of Business \_\_\_\_\_ No. of Employees \_\_\_\_\_

5. Date Business Established \_\_\_\_\_

6. Types of Products You Will Purchase \_\_\_\_\_

7. Amount of Credit Requested \$ \_\_\_\_\_

8. Check which is applicable to you:

Corporation

General Partnership

Limited Partnership

LLC

Sole Proprietorship

Other : \_\_\_\_\_

9. State where your company was organized : \_\_\_\_\_

10. Have you or any of your affiliates ever had credit with us before or purchased from us before? Yes \_\_\_ No \_\_\_

If yes, under what name? \_\_\_\_\_

11. Name or title of persons authorized to act on your behalf : \_\_\_\_\_

12. Trade References

Reference #1 Name and Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

Reference #2 Name and Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_

Reference #3 Name and Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_

13. Bank References

Bank #1 Account # \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_

Bank #2 Account # \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_

14. Financial Information about your Company :

Assets : \$ \_\_\_\_\_  
Liabilities: \$ \_\_\_\_\_  
Approximate Annual  
Net Income: \$ \_\_\_\_\_

15. Have you or your officers or affiliates ever filed a petition in bankruptcy? \_\_\_\_\_

16. Are you subject to any litigation? \_\_\_\_\_ If so, describe here : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Are you current in meeting your other financial obligations? \_\_\_\_\_

We declare that the above information is true, correct and complete and is given to induce the Company to extend credit. We authorize the Company to make such credit investigation as the Company sees fit, including contacting the above trade references and banks and obtaining credit reports. We authorize all trade references, banks and credit reporting agencies to disclose to the Company any and all information concerning the financial and credit history of my company:

**GENERAL TERMS AND CONDITIONS**

1. All bills become payable in full **20** days after Invoice Date. If not paid by such time, bills are considered past due.
2. A service charge of 5% per monthly will be added to all amounts billed if not paid by the end of the month, together with interest at the rate of 1½% per month.

**CUSTOMER RETURN POLICY**

1. Returned items must be received by Service Concepts in new condition and in the original packaging to be eligible for a credit.
2. RMA documentation must be included with shipment in order for returned material to be received at Service Concepts.
3. A 20% re-stocking charge will be assessed on all returns unless the return is a result of an error made by Service Concepts.
4. Return freight cost is the responsibility of the customer unless the return is a result of an error made by Service Concepts.
5. Items must be returned within 45 days of invoice to be eligible for credit.
6. Customized and discontinued items are non-returnable.
7. Drop ship sales order returns are subject to the vendor's return policy.
8. Shipments that arrive to the customer short or damaged in transit must be signed for as short or damaged upon receipt.
9. Deviations from this policy must be approved by the VP of Sales

Name of Company \_\_\_\_\_

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

Printed Name : \_\_\_\_\_

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

Please e-mail completed credit application to Jill Punkosdy at [jpunkosdy@serviceconcepts.coop](mailto:jpunkosdy@serviceconcepts.coop)

Or fax to 843-971-1472 Attn: Jill Punkosdy, Accounting Manager.