

# E · S · R O B B I N S

CORPORATION

## CREDIT APPLICATION

**PLEASE READ AND SIGN BOTH PAGES BEFORE RETURNING TO E S ROBBINS**

Company Name: \_\_\_\_\_

Trade Name (if different): \_\_\_\_\_

Billing address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP

D&B DUNS#: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Corporation  Partnership  Proprietorship Date established: \_\_\_\_\_

Desired credit amount: \_\_\_\_\_ Sales Tax #: \_\_\_\_\_ Fed ID #: \_\_\_\_\_

(Must include copy of exemption certificate)

Principal Owner: \_\_\_\_\_ Phone and ext. #: \_\_\_\_\_

Owner's SSN: \_\_\_\_\_

Principal Officer: \_\_\_\_\_ Phone and ext. #: \_\_\_\_\_

Officer's SSN \_\_\_\_\_

Principal Buyer: \_\_\_\_\_ Phone and ext. #: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_ Phone and ext. #: \_\_\_\_\_

### TRADE REFERENCES:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP

### BANK REFERENCE:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP

Account #: \_\_\_\_\_ Type of Account: \_\_\_\_\_

\* **REVISED 7/04\*** CREDIT TERMS ARE FROM DATE OF INVOICE. The undersigned authorizes and releases all banks, persons and companies listed on this application to furnish information and authorizes the checking of credit. The undersigned agrees to pay all collection costs, court costs, and legal fees incurred to collect delinquent balances. By submitting this credit application and by accepting any deliveries, the applicant agrees to the foregoing terms.

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Officer Signature

\_\_\_\_\_  
Title

## E S ROBBINS SELLER/BUYER POLICIES

### CREDIT POLICY FOR STOCKING DEALERS/DISTRIBUTORS

1. To open an account and/or maintain a fair credit limit, it is essential that we have a complete credit application signed by an officer of the company.
2. All terms are from invoice date.
3. To properly credit a customer's account, it is essential to have complete data concerning deductions and invoices to which the payment applies.
4. All past due accounts, from due date, may be subject to a service charge of 1½% per month (18% annual percentage rate).
5. The right is reserved to release merchandise only to customer accounts that are current. Past due accounts could be placed on credit hold until the past due amount is paid in full.
6. A sales tax certificate and/or exemption number(s) must be attached to the account application.

### RETURN POLICY

Return merchandise will not be accepted without a Return Authorization (RA) number. After obtaining the RA, merchandise must be shipped pre-paid in the original packing with carton still intact and in re-sellable condition. A 15% restocking charge will be made on any return, unless it is due to manufacturing defects or errors. **Custom items cannot be returned for credit.**

### CANCELLATIONS

Orders for special items are not subject to cancellation.

### FREIGHT RESPONSIBILITY

All shipments are put on board in good condition. Therefore, if a shipment is received damaged or short, your freight bill should be so endorsed by you and the carrier. Please contact E S ROBBINS for immediate customer assistance.

### CLAIMS

All claims for shortages and freight damage must be reported to E S ROBBINS within 10 days of receipt. Failure to do so constitutes waiver of claims.

**By signing below, you are agreeing that you have read and understand the above policies.**

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Date

Company Officer Signature

Title

