

# W.J. Grosvenor & Co., Inc.

134 Chelmsford Road - North Billerica, MA 01862

## Application for Trade Credit

PLEASE INCLUDE A COPY OF YOUR LATEST FINANCIAL STATEMENT

**Full Legal Entity Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**DBA or Trade Style Name(s)** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Home** \_\_\_\_\_  
**Federal ID #** \_\_\_\_\_ **Soc Sec #** \_\_\_\_\_ **Desired Credit Line \$** \_\_\_\_\_  
**Legal Structure:** ( ) Corporation ( ) Partnership ( ) Sole Proprietorship - State of \_\_\_\_\_  
**Officers/Partners/Owners (As listed with State Secretary in State of Incorporation)**  

Name	Title	Individual's Legal Residence	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Trade References: List floor covering distributors, carpet mills, etc. Do not list service providers.**

<b>Company Name</b> _____	<b>Account Number</b> _____
<b>Address</b> _____	<b>Telephone</b> _____
<b>City</b> _____	<b>State</b> _____ <b>Zip</b> _____ <b>Contract</b> _____
<b>Company Name</b> _____	<b>Account Number</b> _____
<b>Address</b> _____	<b>Telephone</b> _____
<b>City</b> _____	<b>State</b> _____ <b>Zip</b> _____ <b>Contract</b> _____
<b>Company Name</b> _____	<b>Account Number</b> _____
<b>Address</b> _____	<b>Telephone</b> _____
<b>City</b> _____	<b>State</b> _____ <b>Zip</b> _____ <b>Contract</b> _____

**Bank Reference:**

**Bank Name** \_\_\_\_\_ **Bank Officer** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Checking Acct.#** \_\_\_\_\_

All information on this credit application is true and accurate to the best of my (our) knowledge. I (we) authorize W.J. Grosvenor & Co., Inc. to make such credit investigation, including contacting to above trade references and banks and obtaining credit reports. My company and I authorize all trade references, banks and credit reporting agencies to disclose to W.J. Grosvenor & Co., Inc. any and all information concerning the financial and credit history of my company and myself. All information is to be held in strict confidence.

I have read the terms and conditions stated on reverse side and agree to all of these terms and conditions.

**Authorized signature:** \_\_\_\_\_  
**Print name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Do Not Fax! Return Signed Original Only!**

Credit Application submitted via facsimile machine (FAX) will not be acknowledged or processed.

**Please Complete Reverse Side**

Type of Business: ( ) Floor Installer ( ) Floor Contractor ( ) General Contractor ( ) Remodeling  
( ) Hardware ( ) Carpet Cleaning ( ) Flooring Retail ( ) Furniture Dealer ( ) Lumber

Facilities Management: ( ) Apartment/Condo ( ) Education ( ) Government ( ) Hospital  
( ) Hotel ( ) Industrial ( ) Office Building ( ) Architect ( ) Interior Design ( ) Wholesale Distributor

**Contacts:**

Accounts Payable Contract Name: \_\_\_\_\_

Purchasing Department Contract Name: \_\_\_\_\_

**Tax Exempt Status:**

Are you exempt from state sales tax? ( ) No ( ) Yes If yes, registration number \_\_\_\_\_  
(Please attach a copy of your sales tax exemption certificate(s) and registration(s) number(s).)

**Authorization of Charges: (Please check one)**

[ ] None [ ] Written P.O. [ ] Verbal P.O. [ ] Telephone Confirmation

To protect your account from unauthorized use, list all persons allowed to charge not shown above.

Name

Address

Telephone

**Billing & Payment Terms: 1% Ten Days, Net Thirty Days From The Invoice Date.**

If your bill is paid within ten (10) days from the date on the invoice, you may deduct a 1% discount from the merchandise value of the invoice. Freight and taxes may not be discounted. You will be charged back for unearned discounts. All invoices are due in full, with no discount allowed, within 30 days from the invoice date. You will not be allowed to charge if invoices are past due. We will send you an invoice for every purchase you charge to your account. **Please send all payments to Billerica.** Each month we will send you a statement showing all unpaid invoices. Paid invoices and payments made will not appear on the statement.

**Interest Charges: 1-1/2% per month, equal to 18% per year.**

Invoices not paid within thirty days are subject to a monthly interest charge of one and one-half percent (1-1/2%) per month, it equal to eighteen percent (18%) per year.

**Service Charges & Returned Merchandise:**

We reserve the right to close your account immediately and permanently, if for any check used to pay your bill are returned by your bank. **All returned checks are subject to a \$20.00 Service Charge.** No charges will be allowed on your account if we have a dishonored check in our possession. You agree to pay us for any and all costs, expenses, and reasonable attorney's fees incurred by us in collecting or attempting to collect any past due indebtedness on this account.

Returned goods are subject to a 35% restocking charge, except in the case of defective goods or errors on our part.

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Personal Guaranty

I/we, the undersigned, in consideration of your extending credit to \_\_\_\_\_ (hereinafter called the "Company"), hereby personally guarantee to you the payment at Billerica, Mass of any sum which may become due to you by the Company whenever the Company shall fail to do the same. It is understood that this guarantee shall be a continuing and irrevocable guarantee and indemnity for such indebtedness of the Company. I/we, waive notice of default, non-payment and notice thereof, and consent to any modification or renewal of this credit agreement so guaranteed. I/we, agree to pay to you any and all costs, expenses, and reasonable attorney's fees paid or incurred by you in collecting or endeavoring to collect the indebtedness of the Company or in enforcing or endeavoring to enforce this guaranty.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 200 \_\_\_\_\_

Signature of Owner of Officer \_\_\_\_\_  
Individually and Not as an Officer of a Corporation

Please Print Name \_\_\_\_\_