



1516 15th Avenue West | PO Box C-79005
Seattle, WA 98119-3130
 Phone: 206-281-3700 | Toll Free: 800-999-5158
 Fax: 206-281-3747 | Accounting Fax: 206-664-6358
 www.builders-hardware.com

CREDIT APPLICATION

Date _____

BHS Rep _____

Applicant Name _____
Physical Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Billing Address _____
City _____ State _____ Zip _____
Name of Parent Company (if applicable) _____
Business License no: _____ Federal Tax ID# _____
Resellers Permit: _____ (Please attach a copy of your reseller/tax exempt permit)
Contractor License no: _____ Bonding Company: _____
Check one: Corporate _____ LLC _____ Partnership _____ Sole Proprietorship _____
We are engaged in the business of: _____
In Business Since: _____ No of Employees: _____ At Present Location (years): _____

List Name and Address of Corporate Officers, Partners, and/or Owner, (as applicable):				
1) Name _____	Address _____			
Title _____	City _____	State _____	Zip _____	
2) Name _____	Address _____			
Title _____	City _____	State _____	Zip _____	
3) Name _____	Address _____			
Title _____	City _____	State _____	Zip _____	
4) Name _____	Address _____			
Title _____	City _____	State _____	Zip _____	

Name of Bank _____	Branch _____
Address _____	Phone _____

Accounts Payable Contact _____ Phone _____
 Fax _____ Email _____

Are Purchase Orders Required On All Billings? Yes ___ No ___ **Job Name?** Yes ___ No ___

Invoices Sent Via? (Choose One) _____ E-Mail _____ Fax _____ Mail

Statements Sent Via? (Choose One) _____ E-Mail _____ Fax _____ Mail

Email address/Fax Number to be used: _____

Credit Line Requested \$ _____

Purchasing Manager _____ Phone _____
 Fax _____ Email _____

Would you like to add an Authorized Purchase list to the account? Yes _____ No _____
 Please use list below or attach a copy on company letterhead with this credit application

Persons Authorized to Charge on Account:

1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

*It is the responsibility of your company to keep Builders' Hardware & Supply posted when changes are made to this list

Trade References- Please list complete mailing address & phone

1. _____	Phone _____	Fax _____
Address _____	City _____	State _____ Zip _____
2. _____	Phone _____	Fax _____
Address _____	City _____	State _____ Zip _____
3. _____	Phone _____	Fax _____
Address _____	City _____	State _____ Zip _____
4. _____	Phone _____	Fax _____
Address _____	City _____	State _____ Zip _____

Warranties by Applicant:

I/We warrant all information to be true. I/We agree to pay my/our account, if opened, within the terms in this agreement: **1% 10th PROX, Net 25th. A finance charge of 18% per year (1.5% per month), compounded monthly, will be assessed on all balances which are delinquent beyond 60 days. No discounts are allowed when payments are made by Bank/Credit Cards.** In the event a dispute arises in connection with this agreement, applicant will pay the reasonable collection and/or attorney's fees incurred by Builders' Hardware & Supply Co, Inc. If suit is brought, jurisdiction and venue may be laid in the state and county of Builders' Hardware & Supply Co, Inc. choice. If we sell, transfer or change ownership or legal structure of our business we agree to provide written notice thereof delivered to the credit department of Builders' Hardware and Supply, which notice must actually be received. Until we provide such notice we agree to pay for all purchases made on the account established in our name. If payments are not made in agreement to the terms above, it may result in a closure if the credit line.

You are hereby authorized to contact any or all of the above references regarding our credit standing. I understand the above stated credit terms and policy as stated.

Applicant Name _____ Date _____

Authorized Signature _____ Title _____

Personal Guarantee:

In consideration of Builders' Hardware and Supply Co, Inc selling on credit to the above named applicant, the undersigned guarantor(s) hereby personally guarantee the payment of all sums hereafter owing by applicant to Builders' Hardware and Supply, including all reasonable collection and/or attorney fees and/or cost incurred in connection with this debt. If suit is brought, jurisdiction and venue may be laid in the state and county of Builders' Hardware and Supply's choice.

Name _____ Social Security Number _____

City _____ State _____ Zip _____

Signature _____ Date _____

Name _____ Social Security Number _____

City _____ State _____ Zip _____

Signature _____ Date _____

Completed credit applications can be returned to accounting@builders-hardware.com or faxed to 206-664-6358



Please visit us at www.builders-hardware.com