



5588 Raby Road
Norfolk, Va 23502
Phone: 757-461-3127
Fax: 757-461-0879/757-461-8721

To:	From:
Fax:	Pages:
Phone:	Date:

!! PLEASE READ FIRST !!

TO ALL CREDIT APPLICANTS:

Thank you for your interest in our company! We know that an honest, hard-working, devoted and reliable supplier is important to the success of any business, and we endeavor to be that supplier. **We look forward to providing your company's material needs as a supplier.**

ABOUT THE CREDIT APPLICATION:

- The information requested is standard inquiries about your business, such as the business address, the phone/fax number, Federal tax ID/SSN#, life of the business, trade references, etc. You may provide preprinted credit reference documents if you desire.
- If you are a Corporation a Personal Guaranty is required by an officer. If it is a Partnership, both partners are required to sign the Personal Guaranty.
- The terms listed on the credit application, we believe, are the beginnings of an open and trustworthy business relationship. An agreement to our TERMS and CONDITIONS is required for consideration of your credit application. **WE WILL NOT GRANT CREDIT TO AN APPLICANT WHO MARKS THROUGH ANY OF OUR TERMS AND CONDITIONS.**

Please fax your completed credit application to (757) 461-8721, ATTN: Shannon, or call our Credit Department at (757) 461-3127 ext. 101 with any questions you may have. Also, please mail us the original signature application for our records.

Thank you again for your consideration of Whitlock Brothers, Inc. as your supplier.

WHITLOCK BROTHERS, INC.

5588 RABY ROAD
NORFOLK, VA 23502
PHONE: (757) 461-3127
FAX: (757) 461-0879

APPLICATION FOR CREDIT

GENERAL CONTRACTOR	()	SPRINKLER CONTRACTOR	()
SUB-CONTRACTOR	()	MASONRY CONTRACTOR	()
ELECTRICAL CONTRACTOR	()	MECHANICAL CONTRACTOR	()
PAINTING CONTRACTOR	()	UTILITY CONTRACTOR	()
CONCRETE CONTRACTOR	()	OTHER (EXPLAIN)	()

PROPRIETORSHIP: _____ PARTNERSHIP: _____ CORPORATION: _____

BUSINESS LICENSE NUMBER: _____ WHERE LICENSED: _____

COMPANY NAME: _____

OFFICE ADDRESS: _____ MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ E-MAIL ADDRESS: _____

YEARS AT ADDRESS: _____ YEARS IN BUSINESS: _____ TAX EXEMPT ? YES ___ NO ___ (ATTACH CERTIFICATE)

PURCHASE ORDER REQUIRED? YES ___ NO ___ FEDERAL ID # _____

PRINCIPAL OFFICERS OR ALL PARTIES

<u>NAME</u>	<u>SSN #</u>	<u>TITLE</u>	<u>HOME ADDRESS</u>	<u>HOME PHONE</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

NEAREST LIVING RELATIVE NOT LIVING WITH APPLICANT:

NAME: _____ ADDRESS: _____

RELATIONSHIP: _____ PHONE: _____

APPLICANT'S BANK: _____

BRANCH: _____ TYPE OF ACCOUNT: _____

CREDIT REFERENCES

List only those suppliers with whom you have had an open account and have been actively doing business with for at least six months.

1. SUPPLIERS NAME: _____ PHONE: _____ FAX: _____

2. SUPPLIERS NAME: _____ PHONE: _____ FAX: _____

3. SUPPLIERS NAME: _____ PHONE: _____ FAX: _____

THE TERMS AND CONDITIONS OF SALE ON THE RESERVE SIDE HEREOF ARE PART OF THE CREDIT APPLICATION.

TERMS AND CONDITIONS OF SALE

TERMS OF SALE: Net 30 days from invoice date, unless different terms have been agreed to in writing by Whitlock Brothers. Inc.

SHORTAGES: All claims for shortages must be made in writing within five days from date of delivery, or such claim shall be waived.

PRICES: All prices are subject to change without notice and orders accepted will be with the understanding that prices prevailing at the time of shipment will apply. Exceptions must be prearranged and in writing.

RETURNED GOODS: Goods may not be returned without our consent, goods must be returned within 30 days, and be in first class, saleable condition. When goods are returned because of our error, we will rectify the error cheerfully and promptly without expense to the customer. If the error is not ours or that of our suppliers, we will do everything possible to minimize expense, however we reserve the right to assess a handling and restocking charge.

CANCELLATIONS: Orders for special goods, not normally carried in stock, cannot be cancelled without first securing our permission. Our decision will be within our sole discretion and will be based upon terms we receive from the manufacturers or our anticipated ability to dispose of the goods in a satisfactory manner.

ERRORS: We reserve the right to correct clerical and inadvertent errors.

TAXES: Any tax now in effect, or hereafter imposed, on any article sold by us will be added to the existing price, including sales tax..

SERVICE CHARGE: Purchaser agrees to pay Whitlock Brothers. Inc. a SERVICE CHARGE of 1 1/2% PER MONTH, an ANNUAL PERCENTAGE RATE OF 18%, on the outstanding balance of all invoices past due. This SERVICE CHARGE is in addition to and not in lieu of any other remedies Whitlock Brothers. Inc. may have provided, however Whitlock Brothers. Inc. reserves the right to require payment in advance of shipment.

ATTORNEY'S FEES: Should this account be placed in the hands of an attorney for collections, purchaser agrees to pay an attorney's fee of twenty-five (25%) of the total amount due at the time the account is referred to the attorney. Purchaser further agrees to pay all court cost incurred by Whitlock Brothers, Inc.

WARRANTY: Purchaser understands Whitlock Brothers. Inc. is not a manufacturer. The only warranty that is given by Whitlock Brothers. Inc. is to replace such goods as prove defective in accordance with the actual manufacturer's warranty, if any, or to allow credit for such goods at its option. Whitlock Brothers, Inc. will not be subject to any other or further liability. If the goods appear defective their use should be discontinued and Whitlock Brothers. Inc. should be notified promptly so the matter may be investigated without delay.

All other warranties express or implied, including without limitation any broader warranty of merchantability and /or and warranty of fitness, durability, or suitability for a particular purpose are excluded.

MY SIGNATURE BELOW MEANS THAT I HAVE READ AND AGREE THAT THE ABOVE **TERMS AND CONDITIONS OF SALE** APPLY TO ALL TRANSACTIONS CHARGED TO THIS ACCOUNT.

APPLICANT'S SIGNATURE: _____ COMPANY NAME: _____

BY: _____
(SIGNATURE) (TITLE)

PRINT NAME: _____ DATE: _____

PERSONAL GUARANTY

To induce Whitlock Brothers Inc., to extend credit to the Applicant named above, the undersigned personally guarantees the payment and performance of all Applicant's liabilities to and contracts and dealings with Whitlock Brothers, Inc., whether pursuant to the above application or otherwise incurred or undertaken. This shall be a continuing guaranty which is unlimited as to time or amount and shall cover all such liabilities incurred, contracts made and dealings undertaken up to such time as Whitlock Brothers. Inc. is notified by certified mail sent by the undersigned that the undersigned's guaranty is terminated.

SIGNATURE: _____ ADDRESS: _____
SSN #: _____ DATE: _____