

Application for Credit & New Accounts

EL-Cor Industries, Inc.

15 E. Palatine Rd. Suite 105
 Prospect Heights, IL. 60070
 P. (847) 465-7400 F. (847) 465-9802
 www.elcorindustries.com

Billing Information

Name of Business		Years in Business	
Street Address			
City, State, Zip			
Primary Phone		Primary Fax	
Federal Tax ID Number		A copy of Federal Tax ID certificate and/or IL CRT-61 form is required to be on file with our office	
Legal Form of Business	Corporation	Sole Proprietor	Other (Please Describe)
	Government	Partnership or LLC	
Payment Type	Net 30	Credit Card	Company Check Cash
Accounts Payable Contact		Direct Phone or Ext.	
Email Invoices	Yes No	Paper Invoices	Yes No Email Address

Shipping Information & Purchasing Authorization

Name of Business (Different from Billing)			
Street Address			
City, State, Zip			
Phone		Fax	
Primary Purchasing Contact		Email Address Mobile or Direct Line	
Primary Shipping Contact		Email Address Mobile or Direct Line	
Orders Require Purchase Order #	Yes No	Email Order Confirmations	Yes No Email Address
UPS Collect No. (For 3 rd Party Billing Only)		Special Instructions	

Credit Information

Primary Owner of Business		Phone	
Primary Bank		Account No.	
Street Address		Contact	

Trade References

1	Name		Phone	
	Address		Fax	
2	Name		Phone	
	Address		Fax	
3	Name		Phone	
	Address		Fax	

Applicants Name (Please Print)		Title	
Signature		Date	

Please fax your applications to (847) 465-9802 or email to admin@elcorindustries.com attention Accounts Payable

For Office Use Only

Credit Terms Approved	Account Number	Credit Line	Initials and Date
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Application for Credit & New Accounts

To ensure a strong long term relationship, we ask that you fully complete our Application for Credit and New Account form. Forms are required to be signed and returned to the credit department before purchase orders can be considered and processed. This agreement governs all sales of EL-Cor Industries, Inc. products and services on terms and conditions set forth by EL-Cor Industries, Inc. in conjunction with the confirmation issued with each sales order. Please allow up to 3-5 business days for processing of application for credit terms.

Terms and Conditions for Credit:

The customer understands and agrees to the following terms and conditions;

1. All accounts are due and payable according to the terms stated on each invoice.
2. Customers not applying for credit must make payment in full before products or services are shipped or delivered.
3. NSF checks will be subject to a \$25.00 charge, or the equivalent of any and all bank fees as result of NSF.
4. Failure to comply with these terms and conditions may result in cancellation of credit privileges and services without further notice.
5. Customer agrees to bear all costs incurred in collecting any unpaid amounts including but not limited to collection agencies, legal fees, and court costs.
6. The customer consents to the obtaining of credit and/or personal information as may be required in connection with the credit hereby applied for or any renewal or extension of thereof and to the disclosure of any trade information concerning the customer to any credit reporting agency or to any person with whom the customer has or proposes to have financial relations.
7. The information given in this agreement is warranted to be true and correct.
8. This agreement must be signed by an authorized signing officer of the business.

Additional Terms and Conditions:

The customer understands and agrees to the following terms and conditions related to new customer accounts;

1. First Initial orders are subject to line 2 of the Terms and Conditions, unless otherwise waived by authorized EL-Cor Industries, Inc. personnel.
2. EL-Cor Industries, Inc. may require customer to have a valid credit card on file with accounting department.
3. Standard credit terms are NET30, failure to comply with terms may result in suspension or cancellation of credit privileges.
4. Orders are shipped PPD + Add with freight charges are added to invoice total unless prior arrangements have been made and accepted by authorized EL-Cor Industries, Inc. personnel.
5. EL-Cor Industries, Inc. requires 3rd party billing information on file in order to ship orders collect.
6. All delivered orders are charged a 10% delivery fee not to exceed \$5.00. Multiple orders delivered on same day are only subject to one delivery fee only.
7. All shortages and/or damages must be claimed within 10 days of receipt of order.
8. All returns require a return authorization, and may be subject to restocking fee for non-stock or special order items. Customer will be notified at time of purchase if items are special order non-cancelable and/or non-returnable.

Applicants Name (Please Print)		Title	
Signature		Date	