



## COMMERCIAL CREDIT APPLICATION

### YOUR BUSINESS INFORMATION:

Legal Name: \_\_\_\_\_  
DBA (If Applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Cellular: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_ Web Site: \_\_\_\_\_

**\*This is an application only, Rapid City Winnelson will not extend credit until information is processed and proper approvals are made.**

### CREDIT REQUEST:

Amount of Credit Line Requested: \$ \_\_\_\_\_ Job Name Required? Yes: \_\_\_ No: \_\_\_  
PO# Required on Invoice? Yes: \_\_\_ No: \_\_\_ Tax purchases? Yes: \_\_\_ No: \_\_\_  
Prepared By: \_\_\_\_\_ Title: \_\_\_\_\_

### ENTITY AND BUSINESS INFORMATION:

Corporation Federal Tax I.D.: \_\_\_\_\_  
Limited Liability Company Business Start Date: \_\_\_\_\_  
Limited Partnership State of Incorporation/Organization: \_\_\_ Total Annual Sales: \_\_\_\_\_  
Sole Proprietorship Number of Employees: \_\_\_\_\_

### OWNERSHIP:

**\*If credit is requested by a partnership or limited partnership, this application must include the name and address of every general partner.**

Name of Owner (Sole Proprietor or Primary Partner): \_\_\_\_\_  
Percent of Ownership: \_\_\_\_\_% Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Cellular: (\_\_\_\_) \_\_\_\_\_  
SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**OWNERSHIP (Cont.):**

Name of Owner (Partner): \_\_\_\_\_  
Percent of Ownership: \_\_\_\_\_ % Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Cellular: (\_\_\_\_) \_\_\_\_\_  
SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Owner (Partner): \_\_\_\_\_  
Percent of Ownership: \_\_\_\_\_ % Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Cellular: (\_\_\_\_) \_\_\_\_\_  
SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**BANK REFERENCES:**

Name of Bank: \_\_\_\_\_ Account # \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name of Bank: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**TRADE REFERENCES:**

Name of Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax#: (\_\_\_\_) \_\_\_\_\_

Name of Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax#: (\_\_\_\_) \_\_\_\_\_

Name of Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax#: (\_\_\_\_) \_\_\_\_\_

**TERMS AND CONDITIONS OF CREDIT:**

1. Payment is due on any charge within twenty-five (25) days after the date of delivery;
2. Charges satisfied in whole within ten (10) days of the date of delivery shall receive a two percent (2%) discount for the specific charge;
3. Charges unpaid within forty-five (45) days of delivery shall incur finance charges at a rate of two percent (2%) on the specific charge;
4. No additional credit shall be extended as long as any obligation owed to Rapid City Winnelson Company remains past due over sixty (60) days;
5. Account balances unpaid after ninety (90) days may, at the discretion of Rapid City Winnelson Company, be subject to collection in any manner consistent with state and Federal law;
6. All expenses, reasonable attorneys' fees, and court costs of collection shall be borne by the undersigned;
7. All claims, requests for adjustment, or notification of errors must be presented to Rapid City Winnelson Company within thirty (30) days of the date of delivery or such charges shall be considered accepted and all right or entitlement to claim adjustment or error shall be waived;
8. Upon approval Rapid City Winnelson will forward a Commercial Credit Agreement for completion;
8. Terms of the credit agreement shall apply to all current and future charges unless revocation is received by Rapid City Winnelson Company by registered mail; and
9. Credit privileges granted by Rapid City Winnelson may be withdrawn at any time.

The above information is for the purpose of obtaining commercial credit and is warranted to be true and correct. If Rapid City Winnelson Company or its agents consider a credit report relevant and necessary to assessing this request for credit, the undersigned authorizes Rapid City Winnelson Company or its agents to obtain from a credit reporting agency a credit report containing personal credit information about the undersigned. The undersigned also authorizes Rapid City Winnelson or its agents to investigate the references listed pertaining to the undersigned's credit and financial responsibility. A copy of this application shall be deemed as an original application.

Name: (Authorized Signer): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PERSONAL GUARANTOR:**

I hereby authorize Rapid City Winnelson Company or its agents to investigate my credit and authorize any bank, mortgage lender or landlord, credit reference or any other party to release information to Rapid City Winnelson Company or its agents, and hold such party harmless for the authorized disclosures.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_