

**CONFIDENTIAL**  
**CREDIT APPLICATION**

Date: \_\_\_\_\_

Company Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Business \_\_\_\_\_ Date Established \_\_\_\_\_

Type of Entity: Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

If Incorporated: State of Incorporation \_\_\_\_\_ Year Incorporated \_\_\_\_\_

Tax I.D. Number \_\_\_\_\_ \*INCLUDE COPY OF EXEMPTION CERTIFICATE

Estimated Annual Sales \_\_\_\_\_ Full Time \_\_\_\_\_ Part time \_\_\_\_\_

<u>Key Members &amp; Owners Names</u>	<u>Title</u>	<u>Social Security Number</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A/P Contact: \_\_\_\_\_ Title \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Purchase Orders Required: \_\_\_\_\_ Authorized Buyers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FOR OFFICE USE ONLY: WSC Referral _____
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WARD SUPPLY COMPANY, INC.

REFERENCES

Bank \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Three Trade References                      Contact Name                      Fax Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit Line Requested \_\_\_\_\_

Applicant's signature attests financial responsibility, ability, and willingness to pay invoices in accordance with the following terms:

All balances are due net 30 days. On the first of every month, invoices over 30 days will be assessed a 2% service charge. In addition, past due accounts may be placed on credit hold at the discretion of Ward Supply Company.

The information contained in this credit application is given for the purpose of obtaining credit and is warranted to be true. I/we hereby authorize the firm to whom this application is made to investigate the references listed pertaining to my/our credit and financial responsibility. You may request a credit report and subsequent consumer reports in connection with this application and any update, renewal, or extension of the applied for credit.

Upon my request you will advise me/us whether or not a credit report was requested and the name and address of the reporting agency that furnished the report.

In the event that Ward Supply Company, Inc. pursues civil remedies against me for collection of my financial obligation for services rendered, I hereby agree to be responsible for reasonable collection and/or attorney fees and disbursements incurred by Ward Supply Company, Inc.

SIGNATURE \_\_\_\_\_

(MUST BE SIGNED BY AN OFFICER/OWNER OF THE COMPANY)

PRINT NAME & TITLE \_\_\_\_\_

**\*\*THIS APPLICATION MUST BE COMPLETE.\*\***

**\*\*INFORMATION NOT GIVEN MAY DELAY PROCESSING.\*\***

LETTER OF GUARANTEE

Date \_\_\_\_\_

TO: WARD SUPPLY COMPANY, INC.  
739 Clinton Avenue South  
Rochester, New York 14620

Gentlemen:

In consideration of any extension of credit by Ward Supply Company, Inc. to the Customer named herein:

NAME: \_\_\_\_\_ (The Customer)  
(Of corporation or individual)

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

I guarantee to Ward Supply Company, Inc., the full, prompt, and unconditional payment when due, whether accelerated or not, with interest, the full amount of all obligations or indebtedness due Ward Supply Company, Inc. from the Customer.

Upon default being made in the payment of any such obligation or indebtedness by the Customer, I agree to pay the same without requiring demand, protest, or notice of nonpayment or notice of default to me or the Customer.

This guarantee shall be considered as an absolute, continuing, unconditional and unlimited guarantee on all existing and future indebtedness of the Customer to Ward Supply Company, Inc. This obligation is enforceable without requiring Ward Supply Company, Inc. to resort first to the Customer or to any other guaranty, which it may hold.

This guarantee shall remain in full force and effect until Ward Supply Company, Inc. shall actually receive written notice of its discontinuance and whereupon all of the indebtedness contracted for or created before the receiving of such notice whether made before or after the receipt of such notice together with interest accruing thereon after such notice, shall be paid.

This guarantee shall be binding upon me, my heirs, legal representatives, successors and assigns, and shall inure to the benefit of Ward Supply Company, Inc., its successors and assigns.

Personal Signature \_\_\_\_\_

Witness or  
Notarized \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_

Witness or  
Notarized \_\_\_\_\_ Address \_\_\_\_\_