



3810 N. Lamar Blvd., Austin TX, 78756
(512) 467-7678
24 Hr. Fax (512) 467-0607
(800) 677-1203

CREDIT ACCOUNT APPLICATION

- In the interest of being able to process your application quickly and accurately, please **print** this document, be sure to **complete all questions**, and **fax** to **512.467.0607**.
- Applications that are not completed can not be processed and will be returned to you.
- Credit account application processing time averages one week due to response time from references, since many companies respond only to written, mailed credit inquiries.
- Credit references should be businesses with which you have a current account. (Preferably local accounts). Banks, credit card companies, and mortgage companies will not provide us with credit information, so, we ask that you provide references of small to mid-size companies.
- Please be sure to include your references' phone number and address as this will help speed up the process.
- Statements of your account will be mailed on the first (or first week day) of the month.
- The total balance on your statement will be due on the 15 of that month. (i.e. January billing statement mailed February 1, due February 15).
- Service charges will be accrued on balances past due at the rate of 18% per year. Accounts past due 60 days will be placed on hold.
- This document consists of:
 - a Credit Application form,
 - a Retail Charge Agreement form,
 - a Limited Sales Tax Certificate form
- If you have any questions, please do not hesitate to call the accounting office at (800) 677-1023 ext. 100.

CREDIT ACCOUNT APPLICATION FORM

Last Name: _____

First Name _____

Company Name: _____

Billing Address: _____

City: _____

State: _____

Zip _____

Work Phone: _____

RETAIL CHARGE AGREEMENT

The Consumer Credit Code, passed by the Texas Legislature in 1976, affects most retail credit sales. This law requires that:

- 1. The service or finance charges on accounts may not exceed 1 ½% of the unpaid balance through one billing cycle.
- 2. A monthly statement will be supplied to each customer showing the unpaid balance at the beginning and at the end of the billing period, and the service charge assessed for the period. Buyer and Seller hereby agree that all Goods and Services purchased by the Buyer from Seller shall be subject to the terms and provisions of this combined Buyers Statement and Retail Charge Agreement, to wit:

A. All goods and services should be paid in full 10 days from the billing shown on the Statement of purchases made by Buyer from time to time. If said Goods and Services are not paid for within 10 days from billing date, Buyer shall pay on the unpaid balance thereof a Time Price Differential not to exceed the Time Price Differential authorized by Article 6.03 of the consumer Credit Code of \$.15 per \$10 per month on the balance which is unpaid. The unpaid balance on all purchases shall be payable in full within thirty (30) days from purchase.

B. If Buyer fails to pay the balance under this Agreement when due, Seller shall have the right at Sellers option to collect a delinquent charge, accelerate maturity of balance due under this Agreement, repossess and sell Goods and Services in accordance with applicable provisions of the consumer Credit Code of Texas, and buyer shall pay all attorney's fees, court costs and disbursements in accordance with the terms and conditions of said Code.

Signature: _____ Date: _____

LIMITED SALES TAX CERTIFICATE

I, the buyer named below, claim the right to make a non-taxable purchase for resale of the taxable items described below or on the attached order or invoice:

TIN: _____

Description of the items to be purchased, or on the attached invoice:

The taxable items described above, or on the attached order or invoice, will be resold, rented, or leased by me within the geographical limits of the United States of America, its territories and possessions in its present form or attached to other personal property to be sold. I understand that if I make any use of the item other than retention, demonstration or display while holding it for sale, lease or rental, I must pay Sales Tax on the item at the time of use based upon either the purchases prices or the fair market rental value for the period of time used. I understand that it is a misdemeanor to give a Resale Certificate to the seller for taxable items which I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease, or rental, and that upon conviction, I may be fined not more than \$500 per offense.

Dated this _____ day of _____ 19_____.

Company Name _____

Name of Purchaser (print or type) _____

Address (must be street address) _____

City, State, Zip _____

Phone (_____) _____

Signature of Buyer _____

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800-677-1023 In Austin: 512-467-7676 Fax: 512-467-0607

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