



## **Introduction & Instructions**

Attached please find our credit application and questionnaire.

Please complete the application and fax it back to our Credit Manager at (847) 801-5031. If you downloaded this document you may fill in the blanks before you print it, then sign and fax it back along with any other credit information you may have including your resale certificate, if applicable.

We will process your application as soon as it is received and you will be contacted by the person handling your account. Thank you in advance for your cooperation and we look forward to a mutually beneficial relationship in the future!

Karna L. Wilms  
Corporate Controller



## Credit Questionnaire

How did you first come to hear about us?

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What have you heard about us?

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If you came to us via a referral, who and what company referred us?

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What products and services are you interested in?

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Are there any special, high volume products or services you don't think we have that you would like to see us carry?

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From time to time we may wish to monitor our performance. Tell us whom we should contact who will have the most day-to-day contact with if we have questions?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If your company has a website, what is its address?

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Please list any possible branches, divisions or affiliated partners that could benefit from our products and services:

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**Credit Application**

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact: \_\_\_\_\_

Website Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation

How many years in existence? \_\_\_\_\_ Have you ever filed bankruptcy? \_\_\_\_\_

Federal ID#: \_\_\_\_\_ D&B #: \_\_\_\_\_

Tax Exempt #: \_\_\_\_\_ (Attach Certificate)

Name of Principal Officers / Position

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

Do you require a purchase order number? Yes \_\_\_\_\_ No \_\_\_\_\_

Authorized Purchasers: \_\_\_\_\_  
 \_\_\_\_\_

**TRADE REFERENCES**

Name	Name	Name
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip
Contact:	Contact:	Contact:
Phone:	Phone:	Phone:
Fax:	Fax:	Fax:

**BANK REFERENCE**

Bank Name	Address	City, State, Zip
Checking Account #:	Loan Account #:	Savings Account #:
Contact Name	Phone	Fax



## Credit Application, *Continued*

By executing this document, the customer and the undersigned request that Industrial & Wholesale Lumber, Inc. allow the customer to purchase goods and/or services on a credit basis. The customer and the undersigned agree to pay for any such goods and/or services in accordance with the terms set forth below and also in accordance with the terms set forth on any quote or order form issued by Industrial & Wholesale Lumber, Inc. The customer and the undersigned also hereby request that the information set forth herein this credit application is true and correct and that this information is material to any decision by Industrial & Wholesale Lumber, Inc. to grant credit to the customer. The customer and the undersigned hereby consent to Industrial & Wholesale Lumber, Inc.'s investigation of the facts set forth within this document and grant permission to banks and trade references listed above to release to Industrial & Wholesale Lumber, Inc. any financial information relating to this customer.

The undersigned understands that this document includes a personal guarantee of all credit sales made to the customer seeking credit, and that he or she guarantees all such credit in accordance with the terms set forth on any quote or order form issued by Industrial & Wholesale Lumber, Inc.

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Signed By	Position	Date
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### TERMS OF SALE:

- The customer promises to pay all invoices tendered to it by Industrial & Wholesale Lumber, Inc. within the terms stated on the invoice.
- The terms of sale do not obligate Industrial & Wholesale Lumber, Inc. to allow the customer to make any credit purchases or obligate the customer to make any such purchases. Rather it sets forth the terms of credit if such purchases are made.
- Unless otherwise indicated in the terms portion of the invoice, the terms are net 30 days from date of invoice.
- Unpaid balances are subject to a late payment charge of one and one-half percent (1-1/2%) per month on any past due amounts.
- Uncollectible accounts will be assessed collection fees, attorney fees, court costs and any additional costs necessary to collect from the customer.



The Illinois Retailers' Occupation Tax and Use Tax Law requires that all suppliers collect sales tax from their customers unless they have been supplied with a written certificate of resale complete with registration number. We must add to all invoices the applicable percentage of tax unless we have the above-mentioned certificate. In order for us both to comply with this law, please complete the CERTIFICATE OF RESALE form below and return it to us promptly, along with a copy of your certificate.

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## **Certificate of Resale**

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

To: Industrial & Wholesale Lumber, Inc./Totem Lumber & Supply

The undersigned hereby certifies that all tangible personal property hereafter purchased by the company named below is for purposes of resale, and assumes full liability for payment of Retailers' Occupation Tax, Service Occupation Tax or Use Tax with respect to receipts from the resale of this property to users or consumers.

Unless otherwise indicated, this certificate shall be considered a part of each order which we shall give.

Purchaser's Name: \_\_\_\_\_

Address of Purchaser: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Certificate of Registration Number: \_\_\_\_\_

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

Signature of Authorized Agent: \_\_\_\_\_

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