

# ACCOUNT APPLICATION

Uniform Credit Application for the companies of  
Hardware Resources & Top Knobs



Submit completed form via email  
**NewAccounts@HardwareResources.com**  
or fax **318.841.3552**



Submit completed form via email  
**NewAccounts@TopKnobs.com**  
or fax **908.359.0369**

|                      |
|----------------------|
| SALESPERSON/AGENCY   |
| <b>Wright Assoc.</b> |

## GENERAL INFORMATION (Complete this portion in its entirety. Please Print)

|  |  |   |                             |   |                        |
|--|--|---|-----------------------------|---|------------------------|
| COMPANY NAME   |  | HARDWARE RESOURCES ACCT #   | TOP KNOBS ACCT #            | CURRENCY: <input type="checkbox"/> US\$ <input type="checkbox"/> CAD\$                      | <i>TK DEALERS ONLY</i> |
| CHOOSE ONE:<br><input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC<br><input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL OWNER | TAX ID # (corp) OR SOCIAL SECURITY # (individual owner)  |   | STATE                       | PREFERRED FORM OF STATEMENTS<br><input type="checkbox"/> EMAIL <input type="checkbox"/> FAX |                        |
| PAYMENT TERMS<br><input type="checkbox"/> OPEN TERMS <input type="checkbox"/> CREDIT CARD  | SALES TAX EXEMPT <input type="checkbox"/> NO <input type="checkbox"/> YES<br>(If yes, MUST attach Exemption Certificate) | SALES TAX EXEMPTION #   | MAIN PHONE                  | MAIN FAX  |                        |
| BILLING ADDRESS  |  | CITY  | STATE                       | ZIP   | COUNTY                 |
| SHIPPING ADDRESS   |  | RESIDENTIAL<br><input type="checkbox"/> NO <input type="checkbox"/> YES | CITY                        | STATE   | ZIP<br>COUNTY          |
| ACCOUNTS PAYABLE CONTACT   | ACCOUNTS PAYABLE PHONE   | ACCOUNTS PAYABLE FAX  | ACCOUNTS PAYABLE EMAIL      |   |                        |
| PURCHASING CONTACT   | ORDER ACKNOWLEDGEMENTS<br><input type="checkbox"/> EMAIL <input type="checkbox"/> FAX                                    | ORDER ACKNOWLEDGEMENT FAX   | ORDER ACKNOWLEDGEMENT EMAIL |   |                        |
| ADDITIONAL EMAILS TO RECEIVE PRODUCT INFORMATION   |  |   |                             |   |                        |
| <b>BUSINESS OWNER(S), PARTNERS, OR OFFICERS</b>  |  |   |                             |   |                        |
| NAME   | TITLE  | EMAIL ADDRESS   | PHONE                       | CELL PHONE  |                        |
| NAME   | TITLE  | EMAIL ADDRESS   | PHONE                       | CELL PHONE  |                        |
| <b>TRADE REFERENCES</b>  |  |   |                             |   |                        |
| NAME   | ACCOUNT #  | EMAIL ADDRESS   | PHONE                       | FAX   |                        |
| NAME   | ACCOUNT #  | EMAIL ADDRESS   | PHONE                       | FAX   |                        |
| NAME   | ACCOUNT #  | EMAIL ADDRESS   | PHONE                       | FAX   |                        |
| NAME   | ACCOUNT #  | EMAIL ADDRESS   | PHONE                       | FAX   |                        |

## TERMS & CONDITIONS

Parties agree that all purchases made and extensions of credit are subject to the following terms and conditions:

- Unless otherwise agreed by the parties or specified by Seller on an invoice, payment is due at the time of shipping. Acceptable payment methods are as follows: check, ACH, wire transfer, or credit/debit card. If Purchaser does not maintain a valid payment authorization (i.e., payment information) on file with Seller (credit/debit card for example), then Purchaser must either use the Online Payment Portal designated by Seller or make a payment by check, ACH, or wire transfer. Purchaser may change payment method on file by giving Seller notice and sufficient time to act on such notice.
- If Purchaser elects to make a payment using the Online Payment Portal (via credit/debit card), then Purchaser agrees to pay an Administration Fee equal to 3% of invoice total. Purchaser may avoid the Administration Fee by making a payment by check, wire, ACH or by having payment terms of "Credit Card" and paying at the time of shipment. We reserve the right in our sole discretion to amend, modify, discontinue, or limit access to the Online Payment Portal at any time.
- If Purchaser pays by ACH transaction, such transactions are bound by the National Automated Clearinghouse Association (NACHA) rules for business-related ACH debits.
- If Purchaser prefers and is approved for open terms the standard open terms are Net 30.
- All invoices are due and payable on or before expiration of terms assigned to the account, and the terms have been explained to me. All sums received by Seller shall first be applied to the oldest invoices according to the invoice dates noted on the invoice. Purchaser agrees to pay finance charges on all past due invoices at the rate set by Seller but not to exceed maximum amount allowed by law.
- The Purchaser agrees to pay Seller a service charge for all protested checks returned by their bank. The amount of the fee will not exceed \$30.00 per check.
- The Seller reserves the right to terminate credit without notice in the event Purchaser has unpaid invoices that are past due. If the amount becomes delinquent and a credit card is on file, the Seller reserves the right to charge that credit card for any unpaid invoices that are past due.
- If the amount becomes delinquent and is turned over to a collection agency or attorney, Purchaser agrees to pay a reasonable fee. In no event shall the fee be less than 33 1/3% of the balance due plus all collection costs.
- It is understood that in the event of legal action Bossier Parish, Louisiana, or the state of New Jersey is the venue for litigation, depending upon the seller. Purchaser agrees to waive their right to litigate outside of Bossier Parish, LA, or the state of New Jersey.
- Purchaser agrees to notify Seller by certified mail of any change of ownership of the Purchaser and to pay the unpaid invoices at that date of change if before due date.
- Purchaser may be asked to complete a new credit application at any time and may terminate credit if such request is not satisfied.
- This credit application shall apply to all sales made by Seller to Purchaser regardless of location.

The undersigned certifies the information given in this application is true and correct to the best of their knowledge, that they have read and understand the Terms & Conditions, and hereby authorize Hardware Resources and/or Top Knobs to inquire from all of the above on their behalf. Further, the undersigned gives permission to their bank for the release of information about their account.

| FOR INTERNAL USE ONLY |  |
|-----------------------|--|
| DATE RECEIVED         |  |
| SETUP BY              |  |
| PAYMENT TERMS         |  |

SIGNED BY \_\_\_\_\_ PRINT NAME OF SIGNER \_\_\_\_\_ DATE \_\_\_\_\_