HOTELSIGNS.com
AN INTERSIGN BRAND

Dear Credit Applicant:

Thank you for choosing **HOTELSIGNS.com** for your interior sign solutions.

TERMS ARE FOR U.S. CUSTOMERS ONLY.

Since you have requested open terms with us, please complete the attached credit application. In completing the application, please follow the five suggestions below to assist us in providing you with a quick and accurate response:

- Answer every question—put N/A if a question doesn't apply.
- For your bank reference, provide a correct contact name, telephone number, and **email address**. As a rule, we will contact this reference by **email**.
- Indicate if you are affiliated with any other company and, if so, provide the information requested. This includes owner, operator, and/or parent company.
- Sign the application—if you are able to attach a digital signature, please do so and submit electronically. If not, please print out your completed credit application, sign, and email to us. Without your signature, the bank may refuse to give us a credit reference - thereby delaying our response to you.
- If you are a reseller and believe you are not required to pay applicable sales tax(es), please include a copy of the applicable resale certificate. Otherwise, we may be required to collect sales or use tax from you.
- If you are tax-exempt for any reason, please include a copy of the applicable tax-exempt certificate. Tax exemption must be applied before final payment is posted to the invoice. No refunds of sales tax will be issued after invoice is paid in full.

Please be aware—the more information you can provide to us about your company, the quicker we can respond and the more likely we can approve your request for credit. The information you provide: 1) is solely for the purpose of establishing an open account with our company, 2) will be treated with strict confidentiality, and 3) will not be shared with any third party.

MINIMUM PENDING ORDER TOTAL OF $1,500.00 IS REQUIRED FOR ACCOUNT TO BE REVIEWED FOR CREDIT. FOR ALL ORDERS OVER $1,500.00 A 50% DEPOSIT WILL BE REQUIRED.

Upon completion, please email the signed credit application (and any other material) to:
accounting@hotelsigns.com

Thank you for choosing HOTELSIGNS.com.

Sincerely,
Accounts Receivable

CREDIT APPLICATION

BILLING ADDRESS

Account # (if any) _____ Phone _____

Company Name _____ Email _____

Address _____ A/P Contact _____

City _____ State _____ ZIP _____ A/P Phone _____

Contact _____ A/P Email _____

SHIPPING ADDRESS

Company Name _____ Contact _____

Address _____ Phone _____

City _____ State _____ ZIP _____ Email _____

COMPANY INFORMATION

Type of Business

☐ Proprietorship ☐ Corporation

☐ Partnership ☐ Other _____

Tax Exempt* ☐ Yes ☐ No * If yes, include tax exempt certification.

Tax ID/FEIN _____

DUNS # _____

Are you affiliated with / owned by / managed by another company? ☐ Yes ☐ No

Company Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Legal Entity Responsible for Payment _____ Order Pending ☐ Yes ☐ No

Credit Limit Requested _____ Pending Order Total* _____ * minimum $1,500.00

PO required ☐ Yes ☐ No Quote/Order/Proforma Invoice # _____

BANKING HISTORY

Bank Name _____ May we contact your bank? ☐ Yes ☐ No

Address _____ Contact _____

City _____ State _____ ZIP _____ Phone _____ Email _____

CREDIT REFERENCES

1) Company Name _____ 2) Company Name _____

Address _____ Address _____

City _____ State _____ ZIP _____ City _____ State _____ ZIP _____

Contact _____ Contact _____

Phone _____ Email _____ Phone _____ Email _____

All credit applications are accepted on the basis of the applicant complying with our credit terms, which are NET 30 DAYS FROM DATE OF INVOICE. Accounts with a past due status will have all new orders placed on credit hold until the account is brought to a current status and credit terms may be revoked. HOTELSIGNS.com reserves the right to require an updated credit application to be submitted annually. Applicant is liable for any reasonable collection and/or attorney fees incurred, should it be necessary to place the account for collection. We the undersigned understand, acknowledge, and accept the above terms of sale. We further certify that the information given herein is true and correct. This signature serves as authorization for HOTELSIGNS.com to verify the listed credit references and for the bank and trade references listed above to release financial and credit information to HOTELSIGNS.com concerning our account.

Authorized Signature _____ Date _____

Print Name _____ Email Address _____