

**INSTRUCTIONS FOR SUBMITTING A CREDIT APPLICATION**

- 1) Print this file (instruction sheet and two pages of Credit Application)
- 2) Complete and sign page 1 of the application
- 3) Complete page 2 or include your pre-printed bank/trade reference sheet
- 4) Scan and email the two-page Credit Application to support@merchant-general.com or fax to (813) 818-1932. If you prefer, you can mail it to the address below.

**NOTE:** Page one of the Credit Application **MUST** be completely filled out and signed.

A Credit Department representative will contact your organization within 24 hours of processing. Thank you!

**Mailing Address:** Merchant General Corporation  
Attn: Credit Department  
PO Box 1748  
Safety Harbor, FL 34695

# Merchant General CORPORATION

## Credit Account Application

*Please type or print clearly.*

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

Application Reference Code:

Primary Contact Person: \_\_\_\_\_

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

**Main Business Address:**

**FEIN:** \_\_\_\_\_  
(Federal Tax ID Number)

**Billing Address:**

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

Telephone: \_\_\_\_\_

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

Fax: \_\_\_\_\_

**Ship Orders To:**

**Shipping Carrier and Account Number:**

**(Optional)**

CREDIT LIMIT REQUESTED: \_\_\_\_\_

APPROVED BY/DATE: \_\_\_\_\_

**Persons Authorized to Order:**

Please provide bank and trade references (3) with this application.

Sales tax will be collected on all orders shipped to Florida addresses unless a Florida tax exempt certificate is provided prior to ordering.

A valid company purchase order must be submitted by email, fax, or mail for each order placed. Payment is due upon receipt of invoice. Late payments (over 30 days from invoice date) will be charged a 1.5% per month service fee.

**Authorized**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Credit Account Application**

Company Name: \_\_\_\_\_ Year Established: \_\_\_\_\_

Type of Business: \_\_\_\_\_ D&B Number: \_\_\_\_\_

Parent Company (if any): \_\_\_\_\_

**Bank Reference:**

Bank Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_ Account: \_\_\_\_\_

**Trade Reference:**

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

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Trade Reference:**

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

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Trade Reference:**

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

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_