



# New Account Credit Application

## Section A: Company Information

Company Name (include any DBA names): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Main Phone: \_\_\_\_\_

Ship To Address (if different than Main Address): \_\_\_\_\_

Accounts Payable Contact Name & Phone # \_\_\_\_\_

Accounts Payable Email Address (invoice to be sent to): \_\_\_\_\_

Bill To Address (if different than Main Address): \_\_\_\_\_

Main Purchasing Contact Name & Phone#: \_\_\_\_\_

Purchasing Email address: \_\_\_\_\_

Date Business Established: \_\_\_\_\_ State Tax ID #: \_\_\_\_\_ Fed/EIN Tax ID #: \_\_\_\_\_

Tax Exempt: YES  NO  *(If Exempt, include copy of current State Tax Exempt form (i.e. MN ST3 form) or Multi-Jurisdictional Form)*

## Section B: Bank Information

Bank for business account (Name & Address) \_\_\_\_\_

Bank Rep/Contact name and phone# regarding your account: \_\_\_\_\_

## Section C: Trade References

Include 3 trade references with their contact names, address, and email & phone/fax numbers: DNB # \_\_\_\_\_

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Once approved, credit terms are **net 30 days as of date of invoice**. Starting Credit Limit is \$5,000.

Please return completed application to: Susan Zappa, Vice President / Accounts Receivable rep at [susan.zappa@buildingcontrolsgroup.com](mailto:susan.zappa@buildingcontrolsgroup.com) (651) 289-1310

## Online Website Purchasing Contacts

The contacts listed below will be signed up for an online ordering account as well as receive product information notices, promotions, and training opportunities. All names on this list will have the option to opt out at anytime.

**First & Last Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**First & Last Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**First Name & Last Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**First Name & Last Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Building Controls Group**

**Terms and Conditions of Sale**

Building Controls Group (BCG) has standard terms of sale as Net 30 days. All invoices are due 30 days following the invoice date. Any variation to these terms must be agreed to in writing by both parties before shipment of parts/products. BCG reserves the right to assess a 1.5% per month service charge on any invoices paid more than 30 days past the due date. Buyer may also be assessed any additional collection costs incurred by BCG for past due invoices as part of total Buyer payment due.

Purchase orders (PO's) related to any tax -exempt job must be accompanied by the appropriate tax exemption certificate at the of the order (unless already on file with BCG). Any PO's with missing or incomplete tax exemption certificates will have taxes applied to the related invoices.

Any returned item(s) shall be reviewed and processed by BCG's RMA protocols. BCG's aggregate liability with respect to the sale of any product or provision of any service shall in no event exceed the price paid by the customer for such product and/or service. Returns and potential credit may be subject to the factory/manufacturer's warranty policy and credits may be delayed until approval of such warranty claims are communicated from the factory/manufacturer. Returned items with open boxes and return of non-stock or special ordered items may either be declined or be subjected to an additional restock fee. Buyer is liable for all shipping expenses for returned items not related to an approved warranty claim.

AUTHORIZATION for credit inquiry and acceptance of the above outlined Terms and Conditions of Sale  
I, \_\_\_\_\_ (print name) do hereby certify that the information provided in the credit application submitted is true and correct and authorizes Building Controls Group to obtain necessary credit information regarding Buyer.

X  
\_\_\_\_\_  
Signature of Buyer's Authorized Representative/Title Date

PERSONAL GUARANTEE  
I, \_\_\_\_\_ (print name) as having authority act as Guarantor and hereby unconditionally guarantee to Building Controls Group the payment of any and all obligations incurred by the Buyer.

X  
\_\_\_\_\_  
Signature of Owner/Principle/Officer Date