



Albany Hardware, Inc.  
 642 Blackhawk Dr  
 Westmont, IL 60559  
 888-680-9990 phone  
 888-680-1998 fax  
 www.albanyhardware.com

# Credit Application

Business Name \_\_\_\_\_ Date \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Type of Business \_\_\_\_\_ Date Established \_\_\_\_\_  
 Business Operates as:  Corporation  Partnership  Sole Proprietor  
 Business Operates From:  Residence  Shop  Office Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Business Property is:  Leased  Owned  If Owned, by whom? \_\_\_\_\_

### Names and Addresses of Principal Owners or Officers and their titles:

1. Name \_\_\_\_\_ Title \_\_\_\_\_ Address \_\_\_\_\_  
 2. Name \_\_\_\_\_ Title \_\_\_\_\_ Address \_\_\_\_\_  
 3. Name \_\_\_\_\_ Title \_\_\_\_\_ Address \_\_\_\_\_  
 Driver's License No. \_\_\_\_\_ Social Security No./Fed. I.D. # \_\_\_\_\_

Have you ever declared Bankruptcy? \_\_\_\_\_ Has a company you owned ever declared Bankruptcy? \_\_\_\_\_  
 Do you have any pending lawsuits or judgements? \_\_\_\_\_  
 Are Purchase Orders Issued? \_\_\_\_\_ Are job names required? \_\_\_\_\_  
 Do you pay sales tax? \_\_\_\_\_ (if answer is no. Certificate of Resale must be attached.)

### CREDIT EXPERIENCE

Name, address, zip code and telephone numbers of at least three (3) trade references you have dealt with.

1. Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 2. Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 3. Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Bank Reference \_\_\_\_\_  
 Name of person at bank with whom you deal \_\_\_\_\_  
 Monthly credit requested \$ \_\_\_\_\_

### SALES AGREEMENT

The undersigned inconsideration for the terms stated herein and for the extension of credit by Albany Hardware, Inc., hereby agrees that the terms of sale are "payment in full by the 30<sup>th</sup> day of the date of invoice." The invoice(s) become past due if not paid by the 30<sup>th</sup> day of the date of invoice, and further, a 1 1/2% per month service charge (18% per annum) will be added on any past due portion. There will be a 25% Restocking Charge on all merchandise returned for credit. No credit for merchandise returned after 15 days. Special order items may not be returned. In the event of default in payment, and if the same is placed in the hands of an attorney for collection, the undersigned agrees to pay all costs of collection, including a reasonable attorney's fee. The undersigned does hereby certify that the information contained on this application is true and correct, and further agrees that any changes in ownership or officers or form that the business operates shall be made known to Albany Hardware, Inc., 6556 S. Menard Ave., Bedford Park, IL. 60638. This notice shall be in writing and mailed to Albany Hardware, Inc., by certified U.S. Mail.

SIGNED \_\_\_\_\_ By \_\_\_\_\_ It's \_\_\_\_\_  
 Company Name Name Title  
 SIGNED \_\_\_\_\_ By \_\_\_\_\_ It's \_\_\_\_\_  
 Company Name Name Title

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION



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## PERSONAL GUARANTY

To: Albany Hardware, Inc.  
 Please sell and deliver to (company name) \_\_\_\_\_  
 on your usual credit terms of sale, net 30, such goods, wares and merchandises as they may order or select, and in consideration thereof I/we hereby fully guarantee and hold myself/ourselves personally responsible for the payment at maturity of the purchase price of all such goods, wares and merchandise so sold or delivered, whether evidenced by open account, acceptance, note or otherwise. I/We hereby waive notice of acceptance hereof, amounts of sales, dates of shipments or deliveries, notice of default in payment and legal proceedings against the purchaser.

This is intended to be, and shall be construed to be, a continuing Guaranty applying to all sales made by you to the aforesaid, and shall not be revoked by the death of the Guarantor(s) but shall remain in full force and effect until I/we or my/our Executors or Administrators shall have given notice in writing to make no further advances on the security of this Guaranty, and until such notice shall have been received by you.

It is understood and agreed that there is no limit to my/our liability under this Guaranty.

Now, should it become necessary to place this Guaranty with an attorney for collection, suit or other legal action, I/we hereby agree to pay all costs of such collections, suit of other legal action, including a reasonable attorney's fee.

WITNESS my/our hand(s) and seal(s) this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

|          |               |        |
|----------|---------------|--------|
| Witness: | Guarantor(s): |        |
| _____    | _____         | (L.S.) |
| _____    | _____         | (L.S.) |
| _____    | _____         | (L.S.) |

### OFFICE USE ONLY

1. Name \_\_\_\_\_ Person Contacted \_\_\_\_\_  
 Sold \_\_\_\_\_ Date of Last \_\_\_\_\_ Highest Recent Credit \$ \_\_\_\_\_  
 Since \_\_\_\_\_ Sale \_\_\_\_\_  
 Amount Now Owing \$ \_\_\_\_\_ Current \$ \_\_\_\_\_  
 Past Due \$ \_\_\_\_\_  
 Terms \_\_\_\_\_ Discounts?  Yes  No  
 Pay  Excellent  Good  Slow  31-60 days  61-90 days  90+days  
 Experience: \_\_\_\_\_  
 Comments \_\_\_\_\_

2. Name \_\_\_\_\_ Person Contacted \_\_\_\_\_  
 Sold Since \_\_\_\_\_ Date of Last Sale \_\_\_\_\_ Highest Recent Credit \$ \_\_\_\_\_  
 Amount Now Owing \$ \_\_\_\_\_ Current \$ \_\_\_\_\_  
 Past Due \$ \_\_\_\_\_  
 Terms \_\_\_\_\_ Discounts?  Yes  No  
 Pay  Excellent  Good  Slow  31-60 days  61-90 days  90+days  
 Experience: \_\_\_\_\_  
 Comments \_\_\_\_\_