Business Credit Application

Prepared with Signathing. Roles: Applicant, Vendor.

1. Vendor

Vendor (name or business): _____

The business named below applies to the Vendor for a trade credit account on the terms in this application. This application is for business accounts only; it is not for consumer credit, and the Vendor does not open accounts under it for personal, family or household purposes.

2. Business information

Legal business name: _____

DBA or trade name, if different: _____

Entity type: _____
Choices: Corporation / LLC / Partnership / Sole proprietorship

State where the business was formed: _____

Business address (billing): _____

Shipping address, if different: _____

Years in business: _____

Federal tax ID (EIN): _____

Business phone: _____

Email for invoices and statements: _____

Use the business's employer identification number here. Do not write a Social Security number anywhere on this form. A sole proprietor without an EIN should ask the Vendor how to proceed rather than enter a personal number.

3. Principals

Owner or officer 1: name, title and percentage owned: _____

Owner or officer 2: name, title and percentage owned (optional): _____

Person authorized to place orders and approve invoices: _____

4. Trade references

Trade reference 1: business name: _____

Trade reference 1: phone or email: _____

Trade reference 2: business name (optional): _____

Trade reference 2: phone or email (optional): _____

Trade reference 3: business name (optional): _____

Trade reference 3: phone or email (optional): _____

A general form from Signathing (AllContraX LLC), provided as a convenience. Use it at your own risk. It is not legal advice, no attorney has reviewed it, and it is not a claim that it complies with any law. Rules change and vary by state and city. Check the rules that apply to you, and ask your own attorney, before you rely on it.

A trade reference is another supplier that has sold to the Applicant on credit. The Vendor may ask each one how long the account has been open, the high balance, and how promptly it is paid.

5. Bank reference

Bank name and branch (optional): _____

Bank contact name and phone (optional): _____

Do not write account numbers on this form. If the Vendor needs to verify the account, the Applicant will give the bank permission to answer the Vendor's questions.

6. Credit requested

Credit line requested ($): _____

Payment terms requested: _____
Choices: Net 15 / Net 30 / Net 45 / Due on receipt

Expected monthly purchases ($, optional): _____

The Vendor decides whether to open the account, the credit limit and the terms, and may approve less than requested. Approval is given in writing and the terms on that approval control if they differ from the request above.

7. Terms of sale

If the account is approved, the Applicant agrees that: each invoice is due according to the payment terms on the approval; a balance not paid when due may carry a late charge at the rate on the Vendor's invoice, never more than the law of the governing state allows; a payment returned unpaid by the bank carries the Vendor's returned payment fee, never more than the law allows; the Vendor may lower, suspend or cancel the credit line at any time, with or without notice, and may hold orders while a balance is past due; a dispute about an invoice is raised in writing within thirty days of the invoice date, and after that the invoice is accepted as correct; and if the Vendor has to collect through a lawyer or a court, the Applicant pays the reasonable costs of collection where the law of the governing state allows.

8. Authorization

The Applicant authorizes the Vendor to contact the trade and bank references above, to obtain business credit reports on the Applicant from credit reporting agencies, and to exchange credit experience about the account with other creditors and credit reporting agencies. The Applicant states that the information in this application is true and complete, and agrees to tell the Vendor in writing within thirty days of any change in ownership, entity type, legal name or address.

9. Governing state and other terms

Governing state: _____

This application, the Vendor's written approval and the Vendor's invoices together govern the account, under the law of the governing state above. If the Vendor requires a personal guarantee from an owner before opening the account, that guarantee is a separate document signed by the owner as an individual (the Personal Guarantee template in this library is written for it). Nothing in this application is a guarantee by any individual.

- [ ] Applicant confirms this is a business account, not for personal, family or household purposes
- [ ] Applicant confirms the information in this application is accurate and complete

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Signatures

Applicant

Signature	Date	Printed name

Vendor

Signature	Date	Printed name

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