



PR Chemical & Paper Supply

PROFESSIONAL CLEANING & MAINTENANCE PRODUCTS

New Account/Credit Application & Agreement

ACCOUNT OPTIONS:

1. **C.O.D-** This option will allow PR Supply to have your information on file, but you will pay up front for your purchases.
2. **CREDIT CARD # ON FILE-** This option will allow you to put your credit card or P-card# on file so that it will be charged at the time of purchase. We accept Visa, MasterCard and AMEX.
3. **Credit Terms: Net 20-** Due 20 days from invoice date (upon credit approval).

A \$50.00 fee will be assessed on all returned checks. Monthly statements will be issued on the first business day of each month.

Credit Hold and Collections:

Customers who have any invoices 21 days overdue will have a reminder email sent. Customers who have any invoices 45 days overdue will receive a phone call and placed on credit hold until payment information has been given. Customers who have any invoices 90 days overdue will have these invoices assigned to a 3rd party collections agency and/or legal action against the customer will be taken.

Customers who exceed their credit limit will be placed on credit hold. Customers placed on credit hold will be required to make payments to bring the account current before open orders will be released and shipped.

Customers have 90 days to use any open credits. *Credits will not be available after 90 days.*

Special Order Items:

Special order items are those which we do not normally stock. Special order items may not be canceled once our order has been placed. Special order items may not be refused or returned after shipment has been made. The customer must purchase special order items by the quantity shipped by suppliers (i.e. if a supplier ships an item 6/case, the customer must purchase in quantities of 6).

Fuel Surcharge & Small order Fee

All deliveries are subject to a fuel/delivery surcharge of \$5.95 per order. This is subject to change depending on economic factors.

Orders \$100 and under will have a small order fee of \$10 added to the order.

Manufacturer Warranty Policy:

We will continue to support the warranties from our suppliers and will execute their applicable written warranty policy.

Returns & Damaged Goods:

We will not accept any damaged goods for credit or exchange. For your own protection, please inspect all merchandise at time of delivery. Do not accept any damaged items.

- PR accepts returns of stocked items for 30 days after purchase with a copy of your receipt.
- No returns allowed on used, discontinued, damaged, or close-out merchandise.
- Special order/non-stock items can be returned with some restrictions:
 - It will only be approved after it has been verified that the vendor will accept the return.
 - Customers will be assessed a 25% PR Supply-restocking fee, in addition to vendor restocking fee and the cost of return freight.

Note: All floor machines and equipment sales are final and covered by factory warranties.

Prices are subject to change without notice.



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ACCOUNT INFORMATION

Customer Name:	
Address Line 1:	
Address Line 2:	
City	
State	
Zip	
PO'S REQUIRED: Y/N	
PREFERRED ORDER METHOD <i>Check one</i>	Online (1% discount) _____ VMI (Vendor Managed Inventory) _____ Sales rep: _____ Phone: _____ Email: _____
Resale Tax Number: (if yes, enclose signed certificate or copy)	
Authorized persons	
"Ship to" address if different from above	
Purchasing Contact Name:	
Purchasing Contact Email:	
Purchasing Contact Phone:	
Billing Contact Name:	
Billing Email:	
Billing Phone:	
Email Address for Invoices:	
Dock/Delivery Days/Hours:	
<u>For company use only</u>	
Account Number:	
Territory Manager:	
TERMS: Cash/COD/Credit Card/Net20:	
Date Opened/Terms issued:	
Credit limit:	
Market Group:	



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CREDIT APPLICATION

A. APPLICANT

Legal Business Name: _____
(List all Trade Names, DBA's, Divisions or Subsidiaries)

Street Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Ship to Address: _____

Amount of Credit Requested: \$ _____ Type of Business: _____ How Long in Business _____

B. BUSINESS INFORMATION

Business Type: Sole Proprietorship / Partnership / Corporation --- S Corp or C Corp

One Individual with significant responsibility for managing the applicant (eg. CEO, CFO, General Partner, Vice President, or Treasurer)

Name _____ Title _____ Phone/email _____

Federal Tax No. (if applicable) _____ Sales Tax Exemption Certificate: Yes/No (if yes, enclose signed certificate or copy)

C. TRADE REFERENCES: (Please fill out 3 references that you currently have terms with that are not utility companies)

<u>Name</u>	<u>Contact</u>	<u>Address</u>	<u>Phone#</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

The preceding information is for the purpose of obtaining credit and is warranted to be true. I/We hereby authorize PR Chemical and Paper Supply to investigate all references and customary credit information sources including consumer credit reporting repositories regarding my/our credit and financial responsibility for the purpose of obtaining credit and for periodic review for the purpose of maintaining the credit relationship.

CREDIT TERMS: All invoices are due **NET 20**. COD restrictions may be placed on late accounts.

VENUE: All amounts due for purchases from _____ are payable at **3435 Dr. Martin Luther King Jr, Pensacola FL 32503**. It is further agreed that this agreement is entered into in the state of Florida and is governed by the laws of the state of Florida.

In the event of default, and if this account is turned over to an agency and/or an attorney for collection, the undersigned agrees to pay all reasonable attorney fees, and/or costs of collection whether or not suit is filed.

I/We certify that this request is for the extension of credit for business purposes only and not for the extension of credit for personal, family or household purposes.

APPLICANT'S SIGNATURE ATTESTS FINANCIAL RESPONSIBILITY, ABILITY, AND WILLINGNESS TO PAY IN ACCORDANCE WITH ABOVE TERMS:

Name _____ Date _____

Signature: _____ Title _____



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CREDIT CARD AUTHORIZATION

Check One (1) and Enter Your Details

- **Credit Card on File** - Sign and complete this form to authorize **PR CHEMICAL AND PAPER SUPPLY** to keep the credit card on file. By signing this form, you give us permission to debit your account for the amount indicated after an order is placed.

I, _____, authorize **PR CHEMICAL AND PAPER SUPPLY** to
(Full Name)

charge my credit card indicated below after an order has been placed.

- **One (1) Time Charge** – Sign and complete this form to authorize **PR CHEMICAL AND PAPER SUPPLY** to make a one-time charge to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated after an order is placed. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

I, _____, authorize **PR CHEMICAL AND PAPER SUPPLY** to
(Full Name)

charge my credit card indicated below after an order has been placed.

Billing Information

Billing Address _____ Phone # _____

City, State, Zip _____ Email _____

Credit Card Information

	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
	<input type="checkbox"/> Amex	<input type="checkbox"/> Discover
Cardholder Name	_____	
Card Number	_____	
Exp. Date	____ / ____	
CVV	_____	

I certify that I am an authorized user of this credit card and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

AUTHORIZED SIGNATURE _____ **DATE** _____

PRINT NAME _____



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SALES AGREEMENT

Buyer agrees with Seller, PR Chemical & Paper Supply Co, INC, to pay for all purchases upon receipt of monthly statement. Charges billed are to be paid following purchases and will be considered delinquent if not paid on time. No shipment may be made on past due accounts at the sole discretion of PR Supply Co INC.

Previous Unpaid Balance is the “New Balance” from the previous months’ statement. The minimum payment due will be payment of Buyer’s indebtedness in full. The buyer agrees to pay collection expenses, including reasonable attorney’s fees and court costs, if necessary to collect through legal action.

Buyer assumes full responsibility of all materials purchased from PR Chemical & Paper Supply Co., INC. Buyer agrees to be personally liable for all charges and individually guarantees payments of all charges promptly. Buyer assumes full responsibility of all materials purchased from PR Chemical & Paper Supply Co, Inc. Buyer agrees to be personally liable for all charges and individually guarantees payment of all charges promptly. The buyer agrees to notify PR Chemical & Paper Supply Co, INC .in writing within 10 days of receipt of the monthly statement of any discrepancy in billing. Failure to notify PR Chemical & Paper Supply Co, INC signifies acceptance and responsibility of prompt payment in full of the account.

No delay, forbearance, or indulgence of PR Chemical & Paper Supply Co, in the enforcement of its’ rights hereunder shall be construed or considered to constituted become a waiver of any provision of this Sales Agreement or other right of PR Chemical & Paper Supply Co, INC. to enforce such rights or to require strict compliance with the terms hereof.

IMPORTANT- APPLICANT AGREES TO THE FOLLOWING:

In consideration of credit to be extended by PR Chemical & Paper Supply, INC., Applicant affirms that the information submitted in the application above is true and correct and understands that PR Supply & Co. is relying on all the above information in its determination of whether or not to extend credit and that all of the above information is material to such determination, and Applicant agrees:

That PR Supply& Co., INC. shall retain the right to deny credit to the Applicant and that no credit will be extended until and unless the extension of credit is approved by PR Chemical & Paper Supply INC. PR Chemical & Paper Supply INC. shall retain the right to close this account whenever PR Chemical & Paper Supply INC, deems such action to be necessary.

This is an application for commercial use only and any supplies purchased will not be used for personal, family, or household purposes.

To authorize PR Chemical & Paper Supply to investigate the credit of Applicant and Guarantor by and through personal interviews with third party, such as family members, business associates, financial sources, friends, neighbors, or others with whom Applicant is aquatinted. This investigation may include obtaining information as to Applicant’s and Guarantor’s credit capacity general credit reputation, character, personal characteristics, and code of living, whichever may be applicable to report to proper persons and bureaus Applicant’s performance under this Agreement and respond to the inquiries made with respect thereto.

To pay all costs and expenses incurred by PR Chemical & Paper Supply Co INC. in the collection of any indebtedness evidenced by this Agreement including reasonable attorney’s fees incurred in connection with collection work, litigation and appeals or otherwise. To pay PR Chemical & Paper Supply Co, INC. a finance charge on delinquent accounts. To be responsible for and to pay for all products sold by PR Chemical & Paper Supply Co INC. to Applicant in full upon receipt of each statement or invoice. To adhere to and be bound by all conditions of the Sales Agreement. There are no exceptions.

SIGNATURE _____

DATE _____