



3535 US Hwy 601 South
 Concord, NC 28025
 704.786.9226 Fax 704.788.2602

CONFIDENTIAL CREDIT APPLICATION

ORGANIZATION (Please Print or Type)

Name Credit To Be In:		Credit amount requested: \$	Date of Application: / /
Phone:	Fax:	Cell:	
Accounts Payable Contact:		Date Company Started / /	
Billing Address		City, State Zip	
Circle One: Sole Proprietor Partnership Corporation LLC Other			
Fed Tax ID #		SS#	
Purchase order required? YES NO	Contractor's License #:	Tax Exempt? YES NO (if yes, supply copy of exempt certificate)	
Business Type: Mason Builder Developer Homeowner			

OWNERS, OFFICERS, DIRECTORS or PARTNERS NAME

Name / Title	Social Security #	DL# / State	Date of Birth
Address		City, State Zip	
Name / Title	Social Security #	DL# / State	Date of Birth
Address		City, State Zip	
Name / Title	Social Security #	DL# / State	Date of Birth
Address		City, State Zip	

LIST OF EMPLOYEES AUTHORIZED TO PICK UP PRODUCTS

TRADE REFERENCES

Company Name / Contact Name	Phone Number	Fax Number

BANK REFERENCE

Bank Name	Location	Checking or Savings Acct#
Contact Name:	Phone Number	Fax Number

PERSONAL GUARANTY

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For value received, and in consideration of Southgate Masonry and Lumber Co. Inc. extending credit for any goods which Southgate Masonry and Lumber Co. Inc. may at any time supply to the above customer, guarantor consents to the above statements and guarantees the payment of such sums of money as are now or at anytime may be owing to Southgate Masonry and Lumber Co. Inc. from the above customer for goods so applied for which account this shall be a continuing guarantee.

Signatures

Signature (Owner)

Signature (Owner)

Print

Print

SS# _____

SS# _____

Signature (Spouse)

Signature (Spouse)

Print

Print

SS# _____

SS# _____

Home Address

Home Address

City, State Zip

City, State Zip

CREDIT TERMS AND AGREEMENT:

The employees at Southgate would like to sincerely 'Thank-you' for your business!! We highly value the friendships that have been built with our customers throughout the years. We look forward to serving you for many years to come. Communication has always been an essential tool in the building industry. As the final step in the credit application process, please take a few minutes to review and understand these guidelines. If you have questions afterwards, please call us so we can answer those questions.

Billing Cycle

- Southgate's billing cycle ends on the 24th of each month. A statement is then prepared that includes purchases from the 25th of the previous month thru the 24th of the current month.
- Your payment is due by the 10th of the next month. The aging of your invoices are calculated from this due date and not from the invoice or statement date.

Payments

- Payments are due by the 10th of the month. (Thank-You)
- Billing questions, concerns and disputes should be addressed before the invoice is due. Unfortunately, we are not able to address any issues after this time period.
- Invoices that are 30 days old from due date will be charged an interest rate of 1.5% monthly.
- Accounts not paid by the due date will be contacted by us to discuss payment options for these past due invoices (We gladly accept ALL major credit cards.)

Interest Payments

Once interest has been assessed, subsequent payments made will first be applied to any outstanding interest and then to the oldest invoices. Please be sure your bookkeeper is aware of this when preparing your remittance. Our computer system will not allow us to change how payments were applied on an after-the-fact basis. Communication prior to your payment being applied is very important!!

Collections and Liens

From time to time, we all get a little behind with our cash flow. It can't be helped sometimes. A lien is simply a tool the courts have in place to help ensure that providers and suppliers can collect their money. In many cases, it helps the contractor or individual to complete their project and collect their money. The courts hold us to a strict time frame that we must adhere to in order to protect ourselves. Therefore we have the following policy in place:

- If an invoice reaches 61 days old from due date, we will send a letter of notification that a lien will be filed if the invoice reaches 91 days old.
- At 91 days old, the lien process will begin. At that point, you will be responsible for attorney fees, court costs and any other related costs.
- We will gladly do business with an account that reaches 91 days old but only on C.O.D.

A lien is not a reflection of your relationship with Southgate. We are not 'Mad' at you, nor do we want the lien process to make us 'The bad guy'. It's simply our way of protecting ourselves against possible monetary loss. This allows us to keep our costs down for all customers. As stated above, communication with us about your account is very important. We will try very hard to work with you but it is imperative you communicate with us on a regular basis. Thank you for reviewing and understanding this important matter.

I/We the undersigned, for the purposes of applying for credit with Southgate Masonry and Lumber Co. Inc. furnish the above business and personal credit information. We jointly and individually, certify that all information in this application is complete, factual, and correct and understand that Southgate Masonry and Lumber Co. Inc. will rely on the accuracy of this information for any credit that may be extended. Southgate Masonry and Lumber Co. Inc. is hereby expressly authorized to contact any parties listed herein, and to verify any information contained in this application. We expressly authorize Southgate Masonry and Lumber Co. Inc. to obtain credit information on any individuals or businesses for which we are applying credit. By signing below, I/We agree to the above terms and conditions of the open account.

Company Name (Purchaser)

Officer signature and title

Print Name

Date