



For Official Use Only:

CREDIT APPLICATION

Main Office: 19 Quincy Avenue, Quincy, MA 02169
Attention: Credit Department
Phone: (617) 472-6500 **Fax:** (617) 769-4669
Email: creditapp@gcecorp.com
www.granitecityelectric.com

Section 1

Principal's Name: _____ Soc. Sec.#: _____
 Legal Name: _____ FID #: _____
 Bill To Address: _____ P.O. Box: _____
 City: _____ State: _____ Zip: _____
 Ship To Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ Pay Sales Tax: Yes No (Attach Cert.)
 Is this a: Proprietorship Partnership Corporation Date Business Started: _____
 Type of Business: _____ No. Employees: _____
 Purchase Order Required: Yes No Primary Purchasing Contact Name: _____
 Email Address: _____ Phone #: _____
 Would You Like to Receive Special Announcements Via Email: Yes No GCE Salesperson: _____

Section 2

NAME OF OWNERS/OFFICERS	TITLE	HOME ADDRESS
1.) _____		
2.) _____		
3.) _____		

Section 3

All Operating Checking Accounts: 1) _____ 2) _____
 Bank Address: 1) _____ 2) _____
 In the Name of: 1) _____ 2) _____
 Operations Account Number: 1) _____ 2) _____
 Bank(s) Holding Mortgages(s): 1) _____ 2) _____
 Bank Address: 1) _____ 2) _____
 1) _____ 2) _____
 Type of Loan: Permanent Construction Line of Credit
 Account Number: 1) _____ 2) _____
 Name of Mortgage Officer: _____ Telephone: _____

Section 4

SUPPLIER REFERENCES

Name	Address	Telephone #	Fax #
1.			
2.			
3.			



TERMS OF AGREEMENT

We certify that all statements accompanying and contained in the Application are true and are made for the purpose of obtaining credit and in consideration of Granite City Electric Supply Company selling to me, my companies or agents.

I agree to the following terms:

- 1) Cash discounts shall not be taken unless payment is made by the tenth day of the month following the month of purchase. Payment in full must be made no later than the thirtieth of the month following the month of purchase and failure of the Buyer to make timely payment shall constitute a default of this Agreement at the option of Seller. Negotiated and direct shipments are net 30 days (unless otherwise stated). No cash discount allowed.
- 2) To pay a service charge for late payment, computed at an annual percentage rate of 18% (1 ½% monthly) or such other rate as then may be in effect on all balances remaining unpaid 30 days after month of purchase.
- 3) If this account is placed for collection, I agree to pay all reasonable charges for collection, including attorney's fees and a \$100.00 collection fee.
- 4) I hereby constitute any person engaged in the performance of labor upon the premise where delivery is to be made, my agent, to accept delivery and receipt for all materials delivered and authorize Granite City Electric Supply to leave the materials on the premises if no one is there to accept and receipt for same, and Granite City Electric Supply shall in no way be responsible for the disposition of any materials after such delivery to the premises or pick up by me or my agent or employee.
- 5) All sales shall be final and no merchandise may be returned unless consented to by Seller and unless Buyer provides Seller's invoice number.
- 6) To allow Seller the option of notifying the manufacturer of any defective merchandise and repairing or replacing any defective merchandise. Buyer agrees not to repair or replace any merchandise purchased from Seller or back-charge Seller or take a credit against any amount owed Seller for same without written authorization from Seller. Seller agrees to act within a reasonable time. None of the provisions of this Paragraph shall in any way modify or invalidate, either in part or in whole, any of the provision of Paragraph 1.
- 7) Seller does not guarantee delivery dates and all delivery dates are estimated.
- 8) Any cash discount allowed and the terms of same will be printed on Seller's invoice and Buyer agrees not to take any such discount unless Buyer has complied with said terms and not to deduct any greater amount than allowed.
- 9) RETURN POLICY: Special Orders – NO RETURNS. Stock material may be returned within 15 days of purchase (in original carton). 16-19 days: 25% Restocking Charge. 90 days and Over: NO RETURNS. No material accepted for credit without prior written authorization and our invoice number furnished.
- 10) A fee will be assessed for returned checks up to the maximum allowed by the law.
- 11) All payments on account will be applied to the service charges first then to the principal amount owed.

WE HEREBY AUTHORIZE THE RELEASE OF CREDIT INFORMATION TO THE VENDOR FOR THE EXPRESS PURPOSE OF ESTABLISHING AND MAINTAINING OPEN CREDIT TERMS WITH THE VENDOR.

Signature: _____

Date: _____

Print Name: _____

Print Title: _____

PERSONAL GUARANTY

I, _____, the undersigned, in consideration of the extension of credit by Granite City Electric Supply Company to _____ hereby guaranty to Granite City Electric Supply Company, and its successors and assigns, the prompt payment of the principal and interest of all obligations arising out of the sale of merchandise, equipment, supplies and goods by Granite City Electric Supply Company to _____ when the same shall become due. The undersigned further agrees to remain bound in this guaranty regardless of any extension, substitution, release or other indulgence granted to any party hereunder. The guarantor here under shall remain absolutely and unconditionally liable for the payments of all obligations of the corporation or business.

Guarantor Signature

Witness to Guarantor Signature

Print Name of Guarantor

Date

Print Name of Witness

Guarantor Home Address

Witness Address

Owns or Rents

Since

Welcome to Granite City Electric Supply's

Electronic Invoicing!

In our continuing efforts to bring our customers premium services, Granite City Electric now transmits all invoices and monthly statements via email.

What does that mean for you, our valued customer?

- You will receive your invoices *days* sooner than if they were mailed through the United States Postal Service.
- Billing ***your*** customer will be much faster, making your own accounts receivable more manageable.
- You will be able to verify your orders in a much timelier manner.
- You may be able to import your invoices directly into your accounting software (Quickbooks).

The email address to use is _____
(please make sure any "underscore" used in the email address is visible)