



**L.S. LEE, Inc.**

**CREDIT APPLICATION & AGREEMENT**

**APPLICANT'S BACKGROUND**

<b>Applicant's Name</b>		<b>Division of</b>	
<b>Billing Address</b>		<b>City</b>	<b>State</b>
			<b>Zip Code</b>
<b>Physical Address</b>		<b>City</b>	<b>State</b>
			<b>Zip Code</b>
<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail</b>	

**Trade Names**

Please list all business locations. Attach a separate sheet if necessary.

<b>Business Location 1</b>		<b>Division of</b>	
<b>Billing Address</b>		<b>City</b>	<b>State</b>
			<b>Zip Code</b>
<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail</b>	

<b>Business Location 2</b>		<b>Division of</b>	
<b>Billing Address</b>		<b>City</b>	<b>State</b>
			<b>Zip Code</b>
<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail</b>	

Yes  No Has any of the above filed for bankruptcy in the last 10 years? If yes, please supply information below.

<b>Date</b>	<b>Docket Number</b>	<b>Court with whom said bankruptcy petition was filed</b>

**OWNERS/PARTNERS/OFFICERS/SHAREHOLDERS**

<b>Owner/Partner/Officer/Shareholder 1</b>	<b>Title</b>	<b>Social Security Number</b>

<b>Address</b>	<b>Telephone Number</b>

<b>Owner/Partner/Officer/Shareholder 2</b>	<b>Title</b>	<b>Social Security Number</b>

<b>Address</b>	<b>Telephone Number</b>

<b>Owner/Partner/Officer/Shareholder 3</b>	<b>Title</b>	<b>Social Security Number</b>

<b>Address</b>	<b>Telephone Number</b>

**Quality - Service - Integrity - Safety**

**BANKRUPTCY REPORTING** Yes  No Has any of the above filed for bankruptcy in the last 10 years? If yes, please supply information below.

Date	Docket Number	Court with whom said bankruptcy petition was filed

**CONTACTS**

Controller	Credit Information
Purchasing	Accounts Payable

**TYPE OF BUSINESS** Corporation

Date of Corporation	In What State	Taxpayer's Identification Number

 Partnership

Date Started	Limited or General	Social Security Number

 Proprietorship

Date Started	Social Security Number

**BANK REFERENCES**

Bank Name 1	Telephone Number	Fax Number	Account Numbers	
Address		City	State	Zip Code
Bank Name 2	Telephone Number	Fax Number	Account Numbers	
Address		City	State	Zip Code

**BONDING AND SURETY**

Bonding Agent	Representative	Telephone Number	Fax Number	
Address		City	State	Zip Code

**SALES OR USE TAX INFORMATION**

If applicable, please forward Sales Tax Exemption Certificate	
State Sales and Use Tax Permit Number	Name of State

**SALES OR USE TAX INFORMATION**

Name 1	Telephone Number	Fax Number	E-mail Address	
Address		City	State	Zip Code

**SALES OR USE TAX INFORMATION (CONTINUED)**

<b>Name 2</b>	<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name 3</b>	<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name 4</b>	<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>

**TRADE REFERENCES**

<b>Name 1</b>	<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name 2</b>	<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name 3</b>	<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Name 4</b>	<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>

**OTHER AGREEMENTS**

- A. Applicant hereby authorizes and grants to L. S. Lee, Inc. the right to inquire of any and all trade and bank references as Seller deems necessary to verify the credit and financial responsibility of Applicant. All information to be held in confidence by L. S. Lee, Inc. Applicant authorizes any bank or banks at which it maintains accounts to furnish to Seller, or Seller's authorized agent(s), on request, from time to time, information regarding Applicant's account balances and the persons authorized to draw on the accounts.
- B. No term or condition contained herein or in any purchase order, offer, or other communication to the Seller shall be valid and binding upon the Seller, unless specifically set forth by the Seller in an individualized acknowledgement, signed by the Seller or unless said term or condition is identical to the written terms and conditions of the sale of Seller.
- C. Applicant acknowledges that all shipments, deliveries, and performance of work by Seller for Applicant shall at all times be subject to approval by Seller's credit department. Seller may at any time, in its own discretion, decline to make any shipment or delivery or perform any work except upon receipt of payment or security or upon terms and conditions satisfactory to Seller's credit department. Additionally, Applicant agrees to pay to Seller a service charge equal to 1.5% per month or the legal maximum rate for which the parties may lawfully contract for all invoices not paid within Seller's terms.

**OTHER AGREEMENTS (CONTINUED)**

- D. Applicant further agrees that in the event that Seller institutes legal proceedings to collect any indebtedness which Applicant has failed timely to pay to Seller, or if Seller, in its sole discretion, deems it necessary to retain counsel, refer to a collection service or undergo any other cost or expense in an effort to collect a balance that has not timely been paid by Applicant, Applicant promises to reimburse Seller for the reasonable costs and expenses incurred by Seller, including reasonable attorney's fees, court costs, collection fees, filing fees, etc. Additionally, Applicant agrees that if any check accepted by Seller for payment of Applicant's account is returned unpaid by any bank for any reason, Applicant agrees to pay to seller a fee of \$25.00 to cover the expense of recovering that payment.
- E. Seller represents and warrants that all of the information contained in this application, or furnished to seller in connection herewith, is true and complete. Applicant understands that credit may be extended in reliance upon the statements or financial information that may from time to time be furnished to Seller. Applicant represents and warrants that this is a commercial account and that no purchase hereunder shall be deemed a retail/consumer purchase as defined by the laws of The State Of Pennsylvania.
- F. The terms and conditions contained within this credit application and agreement are binding upon Applicant, all signatories herein, all guarantors, and their heirs, administrators, executors, successors, personal representatives and assigns, and shall inure to the benefit of Seller, its heirs, successors, personal representatives and assigns.

**SIGNATURES**

<b>Applicant</b>	<b>Print Name</b>	<b>Title</b>	<b>Date</b>
<b>Attest/Witness</b>	<b>Print Name</b>	<b>Title</b>	<b>Date</b>

PLEASE FAX COMPLETED APPLICATION TO -  
 Pennsylvania\Maryland Division:  
 Virginia Division:

FAX:  
 (717) 854-8000  
 (804) 743-0888

E-MAIL (PDF FORMAT):  
 info@LSLee.com  
 LeeRichmond@LSLee.com