



Credit Application

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| Trade Name/D.B.A.: | Legal Firm Name: |
| Parent Company: | Type of business: select one: <input type="checkbox"/> Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Prop. <input type="checkbox"/> LLC <input type="checkbox"/> LLP |
| Date Established: | State Registered: |
| Years under Present Management: | State Registration #: |
| Has the firm or any of its principals ever filed bankruptcy: | Federal Tax ID #: |
| Est. Annual Sales: | Duns #: |
| Sales Area: | # Of Office Workers: |

| Name/Title | Phone | Email |
|----------------------|-------|-------|
| Principal Officer | | |
| Principal Officer | | |
| Finance Officer/Mgr | | |
| Purchasing Manager | | |
| Purchasing Authority | | |

| Billing Information | |
|---------------------|-----------------|
| Contact: | Phone: |
| Suite: | Fax Statements: |
| Street: | Email Invoices: |
| City: | State Zip: |

| Shipping Information | |
|----------------------|------------|
| Contact: | Phone: |
| Street: | Suite: |
| City: | State Zip: |

| | | | |
|------------------|-----|--------|---|
| Sales Tax Exempt | Y/N | State: | Note: a valid State Tax Exemption form must be attached |
|------------------|-----|--------|---|

Pages 1 through 2 contain terms and conditions which are part hereof.



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|-------------------------|---------|--|----------|--|
| Requested Credit Amount | Monthly | | One Time | |
|-------------------------|---------|--|----------|--|

Credit Application

| Bank Reference Name | Acct # / Acct Type | Contact | Phone | Address |
|---------------------|--------------------|---------|-------|---------|
| | | | | |
| | | | | |
| | | | | |

| Trade Reference Name of Major Suppliers | Contact | Phone | Address |
|---|---------|-------|---------|
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| | | | |

I certify that the above information is true and correct and agree to the Terms and Conditions hereinafter. You are hereby authorized to obtain any information considered necessary from any source concerning the statements in this application.

 (Signature of authorized person) (Printed Name) (Title) (Date)

Terms and Conditions

The Terms and Conditions shall apply to all sales and services by Cornerstone. The Customer must notify Cornerstone in writing, facsimile or email, within 48 hours of delivery of any claimed shortages or damage to products. If not so received, it will be deemed Customer has accepted the shipment in full. If a claim is so noticed, and Cornerstone does not approve the claim, the Customer will pay the total invoice.

Payment is due 30 days from delivery, after which payment is past due, except that COD accounts are due upon delivery. All past due amounts are subject to a 1.5% monthly financing charge or the maximum permissible under applicable law of the Commonwealth of Virginia. Customer shall pay a \$50.00 service fee on all dishonored drafts or checks. In the event of any default on the part of the Customer, the Customer shall pay any and all collection costs, including reasonable attorney fees, but not less than 25%, incurred by Cornerstone in enforcing the Terms and Conditions. **THE CUSTOMER CONSENTS TO THE EXCLUSIVE JURISDICTION OF THE COURTS OF FAIRFAX COUNTY VIRIGINIA IN ANY CLAIMS ARISING UNDER THE TERMS AND CONDITIONS.** The Terms and Conditions and Cornerstone’s invoices shall constitute the entire agreement for the sale of products and supersede all prior or current written or oral statements, representations agreements and understandings regarding the sale of products.

Pages 1 through 2 contain terms and conditions which are part hereof.