

# Whitney English and Hicks Paper Goods

4401 SW 23<sup>rd</sup> Street, Suite 202 · Oklahoma City, Oklahoma 73108  
(P) 405.608.0061 · (F) 405.601.0544

## Application for Net Terms

*Please complete both pages of this application and fax to 405.601.0544. Please allow 30 days for processing time from the time your complete application is submitted.*

Company: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Sole Proprietor

Partnership

Corporation

LLC

Tax ID#: \_\_\_\_\_ Resale #: \_\_\_\_\_

Retail Storefront

Home Based

Internet

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_ Website: \_\_\_\_\_

## Credit References

Bank: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

## General Terms and Conditions

I, the applicant, certify that all information on this form is correct and authorize Whitney English and/or Hicks Paper Goods to obtain a written or oral report from any credit-reporting agency. The applicant authorizes any bank or commercial business to give Whitney English any and all information requested by Whitney English.

Net terms may only be extended if credit and order histories meet the Whitney English standards, a credit reference sheet is submitted, and personal guaranty is completed (including applicant's social security number). Application and personal guaranty must be signed to be processed. All applications are subject to approval by Whitney English. Receipt of application

and/or inquiries into applicant's credit history do not equate approval for terms. Upon approval, applicant will be notified by the Whitney English accounting department.

If credit is extended, there will be an opening credit limit of five hundred dollars. The applicant agrees to pay all debts incurred within the terms of sale stated on each invoice (Net 30). Payments must be received in a timely manner to continue terms arrangement. Should the applicant's account become past due, the account will be put on hold and further orders not processed until balance is paid. If account remains past due for more than 60 days past due date, the applicant hereby permits Whitney English to rescind terms agreement and use applicant's credit card (on file) to receive payments. Service fees may apply if credit card on file cannot cover the balance owed. Applicant acknowledges that, once past due balance is paid, the account will be on a credit card only basis. The applicant further expressly agrees to pay reasonable collection costs and/or attorney fees incurred by Whitney English in connection with the collection of this account.

This terms agreement may be terminated by applicant or Whitney English without cause on thirty (30) days prior notice; such termination does not absolve applicant's or guarantor's liability for all obligations incurred under this terms agreement.

I have read and agree to all Whitney English policies, terms and conditions.

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card # (for files) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

## Personal Guaranty

*required for terms*

I, \_\_\_\_\_ (above signed applicant), for and in consideration of your extending credit at my request to \_\_\_\_\_ (name of company, hereinafter referred to as the "Company"), of which I am \_\_\_\_\_ (title), hereby personally guarantee to Whitney English and/or Hicks Paper Goods the payment of any obligations of the Company, and I hereby agree to pay Whitney English and/or Hicks Paper Goods on demand any sum which may become due to Whitney English and/or Hicks Paper Goods by the Company, if and when the Company shall fail to pay the same. I agree that this guaranty shall be a continuing and irrevocable guaranty for any such indebtedness of the Company. I do hereby waive notice of default, non-payment and notice thereof and consent to any modification or renewal of the credit agreement herein discussed. The termination of such credit agreement does not in any way relieve the guarantor for any liability incurred prior to the effective date of termination.

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Home Address and Phone: \_\_\_\_\_

Witness: \_\_\_\_\_

----- *For Office Use Only* -----

Date of 1st Order: \_\_\_\_\_ Amount of 1st Order: \_\_\_\_\_ Average Order Amount: \_\_\_\_\_

Payment History: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_