

**NORTHERN VIRGINIA SUPPLY, INC.  
7647A FULLERTON ROAD  
SPRINGFIELD, VIRGINIA 22153  
PHONE (703) 569-7505 FAX (703) 569-0082**

**CREDIT APPLICATION**

Name of Corporation or Company: \_\_\_\_\_

Doing Business as (DBA) or Subsidiary of: \_\_\_\_\_

Type of Business: Sole Proprietor\_\_\_ Corporation\_\_\_ Partnership\_\_\_

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

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

Business Telephone: \_\_\_\_\_ FAX # \_\_\_\_\_

Length of Time in Business: \_\_\_\_\_ P. O. #'s Needed Yes \_\_\_\_\_

Tax Exempt Number: \_\_\_\_\_ Federal ID No. \_\_\_\_\_

Please Attach Certificate of Exemption

**DUNN & BRADSTREET DUNS#** \_\_\_\_\_

**OFFICERS:**

Name:	Title:	Residence Address & Phone:
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Area Credit References: Telephone No. and Fax No.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Bank References:	Account Number:
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Terms and Conditions

**Notice to Buyer:** In consideration of Northern Virginia Supply, Inc. granting credit, I/We promise to pay our account when and as due. Further, I/We understand that all accounts are due and payable by the 10<sup>th</sup> of the following month. Accounts not paid by the 25<sup>th</sup> of the month following the date of statement are subject to a service charge of 1.5% per month. This is an annual percentage rate of 18%. The service charge is not intended as an alternative to payment when due. All accounts not paid within 30 days are automatically placed on a C.O.D. basis. In the event your account should become past due and is turned over to an attorney for collection, I/We agree to pay an attorney's fee of 35%, calculated upon the total unpaid balance (but not less than \$75.00) and all costs and expenses incurred in collection. Credit privileges may be withdrawn at any time without invalidating the terms of this agreement. All claims, requests for adjustments, or notification of errors must be made within thirty (30) days, or charges are considered accepted.

**Notice to Buyer:** By signing below on behalf of your business, you represent that your business is a valid entity; that all purchases made on this Account, if approved, will be for purposes other than personal, family or household use; and that you are an authorized representative of the business with the authority to enter into contractual agreements. On behalf of the business, you certify that all information provided in this Application is complete and accurate. You agree to be bound by the terms of the governing credit agreement of the type elected in this Application, and you authorize us to obtain information about your business from credit agencies and other sources we deem appropriate in considering the Application and subsequently for purposes of updates, renewal or extensions of credit granted as a result of this Application or receiving or collecting the Account.

**Notice to Buyer:** "This Application may be executed in as many counterparts as may be necessary. Each such counterpart so executed will be deemed to be an original and such counterparts together will constitute one and the same instrument. This Application or any counterpart may be delivered by facsimile and the facsimile copy signature shall be deemed to be an original for the purpose of this Application."

Accepted and Agreed to: \_\_\_\_\_  
Signature Title Date

Print Name: \_\_\_\_\_

**Personal Guaranty:** In consideration of Northern Virginia Supply, Inc. granting credit to this application, the undersigned hereby agrees to unconditionally, absolutely and irrevocably personally guarantee payment of all amounts due under, and the performance under the terms of, the Agreement, and further agrees to pay the total balance due on the account opened pursuant to the Agreement upon demand, without requiring Northern Virginia Supply, Inc., to proceed first to enforce payment against the buyer also liable on this account, in the event any default under the Agreement that governs the account. The undersigned hereby waives any notices regarding the Agreement or this guaranty, and agrees that this guaranty shall be applicable until after the Agreement has terminated and all amounts due thereunder shall have been paid in full. The undersigned guarantor agrees that in the event the account has not been paid as agreed, Northern Virginia Supply, Inc. may report the undersigned's liability for and the status of the account to credit bureaus and others who may lawfully receive such information. Personal credit history of the undersigned will be used in making a credit decision and the undersigned guarantor authorizes Northern Virginia Supply, Inc. to obtain a consumer report forms a credit bureau. Direct inquires of employers and businesses where the undersigned guarantor maintains accounts may also be made.

Personally Guaranteed: \_\_\_\_\_  
Signature Title Date

Print Name: \_\_\_\_\_

**APPLICANT-** Please read the following before completing this form: 1. This Application must be signed by a representative of the company authorized to enter into contractual agreements. 2. For corporations in business less than 3 years, and all partnerships and proprietorships, the Personal Guaranty section must be completed by owner, general partner or authorized officer. 3. PLEASE READ AND SIGN ABOVE BEFORE SUBMITTING THIS APPLICATION.