



# Xpress

## BUSINESS PRODUCTS

SAME DAY OFFICE SUPPLIER

HQ

7170 WEST 43<sup>rd</sup> ST., SUITE 250 HOUSTON, TX 77092

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EMAIL: customer.service@xpressbp.com

www.xpressbp.com

### CREDIT APPLICATION

#### BUSINESS INFORMATION

**BUSINESS NAME:** \_\_\_\_\_

Sole Owner  Partnership  L.L.C.  Corporation

Type of Business: \_\_\_\_\_ Years in Business: \_\_\_\_\_

Dunn & Bradstreet #: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Shipping Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Years at Current Location: \_\_\_\_\_ Tax Exempt? Yes:  No:  (If yes, attach certificate)

Account Payable Contact: \_\_\_\_\_

A/P Phone: \_\_\_\_\_ A/P Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_ Preferred Invoice Delivery Method: \_\_\_\_\_

Requested Credit Limit: \$ \_\_\_\_\_

Authorized Purchaser: \_\_\_\_\_

Authorized Purchaser E-Mail: \_\_\_\_\_

#### BUSINESS REFERENCES

[Trade, Bank, Personal Charge Accounts & Credit Cards are NOT Acceptable]

Reference 1: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City/ State/ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Account #: \_\_\_\_\_

Reference 2: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City/ State/ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Account #: \_\_\_\_\_

Reference 3: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City/ State/ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Account #: \_\_\_\_\_

#### BANKING DETAILS

Bank Name: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

Bank Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

## FORM OF PAYMENT

Check

ACH: Our accounts receivable department will contact you to set up.

## NET 30 CONDITIONS

TERMS OF SALE, INCLUDING TERMS OF PAYMENT AND CHARGES, FOR EACH PURCHASE ARE AGREED TO BE THOSE SPECIFIED ON THE FACE OF EACH INVOICE. ALL ACCOUNT OR MONIES ARE DUE 30 DAYS PAYABLE AT YOUR PLACE OF BUSINESS. THAT ALL PAST DUE ACCOUNTS, NOTES OR JUDGEMENTS SHALL BEAR INTEREST PAID AT THE RATE OF 1.5% PER MONTH OF UNPAID BALANCES. ALL ACCOUNTS ARE NET 30 DAYS. SERVICE CHARGE OF 1.5% PER MONTH (18% ANNUALLY) IS ADDED TO ALL PAST DUE. THE CUSTOMER HEREBY AGREES TO PAY ALL COSTS OF COLLECTION OR LEGAL FEES SHOULD SUCH ACTION BE NECESSARY DUE TO NON-PAYMENT.

THE ABOVE INFORMATION IS WILLINGLY SUPPLIED AND THE CREDITOR IS AUTHORIZED TO CONTACT THE ABOVE BANK AND TRADE REFERENCES IN ORDER TO ESTABLISH THE CREDITWORTHINESS OF THE ABOVE NAMED COMPANY. IF THE APPLICANT IS NOT A CORPORATION, THE CREDITOR IS AUTHORIZED TO OBTAIN CREDIT REPORTS ON THE PROPRIETORS, PARTNERS OR PRINCIPALS. SHOULD A CREDIT AVAILABILITY BE GRANTED BY THE CREDITOR, ALL DECISIONS WITH RESPECT TO THE EXTENSION OR CONTINUATION SHALL BE IN THE SOLE DISCRETION OF THE CREDITOR. THE CREDITOR MAY TERMINATE ANY CREDIT AVAILABILITY WITHIN ITS SOLE DISCRETION.

DISPUTES: ANY DISPUTE OR CONTROVERSY ARISING FROM THIS AGREEMENT WILL BE RESOLVED BY ARBITRATION. THE LANGUAGE OF THE ARBITRATION SHALL BE ENGLISH. THE PARTIES TO THIS AGREEMENT APPOINT W. GERALD "JERRY" HOOVER, ATTORNEY AND ARBITRATOR, TEXAS BAR NO. 09968600, IN HOUSTON, TEXAS, AS ARBITRATOR TO HEAR AND DETERMINE THE DISPUTE. THE ARBITRATOR SHALL ISSUE AN AWARD BASED UPON THE WRITTEN DOCUMENTARY EVIDENCE SUPPLIED BY THE PARTIES. THE ARBITRATOR'S AWARD SHALL BE BINDING AND FINAL. THE LOSING PARTY SHALL PAY ALL ARBITRATION EXPENSES, INCLUDING ALL ATTORNEY'S FEES.

I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS, AND HEREBY AGREE TO THEM:

X \_\_\_\_\_  
Authorized Signature (By Applicant) Title

X \_\_\_\_\_  
Print Name Date

## PERSONAL GUARANTEE

THE UNDERSIGNED, FOR CONSIDERATION DO HEREBY INDIVIDUALLY AND PERSONALLY GUARANTEE THE FULL AND PROMPT PAYMENT OF ALL INDEBTEDNESS HERETOFORE OR HEREAFTER INCURRED BY THE ABOVE BUSINESS. THIS GUARANTEE SHALL NOT BE AFFECTED BY THE AMOUNT OF CREDIT EXTENDED OR ANY CHANGE IN THE FORM OF SAID INDEBTEDNESS. NOTICE OF THE ACCEPTANCE OF THIS GUARANTEE, EXTENSION OF CREDIT, MODIFICATION IN TERMS OF PAYMENT, AND ANY RIGHT OR DEMAND TO PROCEED AGAINST THE PRINCIPAL DEBTOR IS HEREBY WAIVED. THIS GUARANTEE MAY ONLY BE REVOKED BY WRITTEN NOTICE WHICH SHALL BE SENT TO THE CREDITOR'S CREDIT OFFICE BY CERTIFIED MAIL. ANY REVOCATION DOES NOT REVOKE THE OBLIGATION OF THE GUARANTORS TO PROVIDE PAYMENT FOR INDEBTEDNESS INCURRED PRIOR TO THE REVOCATION. I AUTHORIZE THE SELLER AND THEIR ASSIGNS TO OBTAIN A CONSUMER CREDIT REPORT AND TO CONTACT MY REFERENCES AS NECESSARY. AS GUARANTOR, I AM ALSO BOUND BY THE ABOVE ARBITRATION CLAUSE.

X \_\_\_\_\_  
Guarantor's Signature Print Name Date

### FOR OFFICE USE ONLY

APPROVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
USER NAME: \_\_\_\_\_  
USER PASSWORD: \_\_\_\_\_

ACCT #: \_\_\_\_\_  
CREDIT LIMIT: \_\_\_\_\_  
NET TERMS OF ACCT: \_\_\_\_\_  
ACCOUNT MANAGER#: \_\_\_\_\_