

**Southwest Virginia Higher Education Center
Credit Application**

GENERAL TERMS AND CONDITIONS

1. Payment terms for Southwest Virginia Higher Education Center is Net 30.
2. A service charge of 1.5% per month will be added to all amounts billed if not paid by the end of the 30 days.
3. No additional credit will be extended to past due accounts unless satisfactory arrangements are made with our Business Office.

The undersigned company is applying for credit with **Southwest Virginia Higher Education Center** and agrees to abide by the standard terms and conditions of **Southwest Virginia Higher Education Center** as printed on the reverse side.

Company name

DBA (if different)

Contact person

Address

Phone _____ **Fax** _____

Federal tax ID or Social Security number

Type of business _____ **No. of employees** _____

Date business established

Types of products/service you will purchase

Amount of credit requested \$

BILLING INFORMATION

Business Name (if different from above) _____
Mailing Address: _____
City, State _____ Zip Code: _____
Billing Contact: _____ Phone Number: _____

TYPE OF BUSINESS:

CORPORATION
State of incorporation _____
 PARTNERSHIP
Names and addresses of the partners

 SOLE PROPRIETORSHIP
 GOVERNMENT _____ (state, federal, local)
 OTHER (Please Specify) _____

Are you sales tax exempt? Yes No

Have you ever had credit with us before? Yes No
 If yes, under what name? _____

Authorized purchasers

 Purchase order required? Yes No

CREDIT REFERENCES

Reference #1 **Name** _____
 Address _____
 Phone _____

Reference #2 **Name** _____
 Address _____
 Phone _____

Reference #3 **Name** _____
 Address _____
 Phone _____

BANK REFERENCES

Bank#1 **Account #** _____
 Phone _____
 Contact person _____
 Name of bank _____
 Address _____

Bank#2 **Account #** _____
 Phone _____
 Contact person _____
 Name of bank _____
 Address _____

I represent that the above information is true and is given to induce **Southwest Virginia Higher Education Center** to extend credit to the applicant. Signature below authorizes the **Southwest Virginia Higher Education Center** to make such credit investigation as **Southwest Virginia Higher Education Center** sees fit, including contacting the above trade references and banks and obtaining credit reports. Signature below authorizes all trade references, banks, and credit reporting agencies to disclose to **Southwest Virginia Higher Education Center** any and all information concerning the financial and credit history of applicant..

I have read the terms and conditions stated below and agree to all of these terms and conditions.

Authorized signature: _____
Printed name: _____

Title: _____ **Date:** _____

FOR OFFICIAL USE ONLY:

APPROVED? __ YES __ NO AMOUNT OF CREDIT LINE APPROVED _____