

INFORMATION GUIDE FOR R.E. MICHEL CREDIT APPLICATION

This credit application is a legal document, and is the basis for everything we do with you. Please use this as a guide for completing essential parts of the form.

Company Information

Full Legal Name: The full legal name of your company is absolutely essential, including "Inc.", "LLC", "LLP", "LP", "LTD", etc., as appropriate. Remember that the name used in everyday conversation may not be the same as the legal entity. "Bill's Heating" may actually be "Bill Smith Heating and Air Conditioning, Inc.". Property management companies such as "Glendale Apartments" will more likely be something like "G and A Real Estate Partnership", managed by ABC Management, Inc. Include the name of the legal entity, in addition to the name your technician will use at the counter.

Business is: We sell to the trade, only. The legal structure of your business determines who is authorized to sign the application. It also establishes limits of liability.

Date business began, etc.: Self-explanatory.

Personal Information

Name and Title: It's important for us to know who is managing a business.

Home Address, Home Phone: Sole proprietors and general partners are legally responsible for the debts of the business. This information is also needed for obtaining credit reports. Also, every corporation is required by law to have a resident agent on file with the State. We require this information.

Note: Below the Terms and Conditions is a separate authorization for us to obtain personal credit reports. This is needed for sole proprietors, general partners, and, separately, for guarantors.

Credit Information

To claim a sales tax exemption, we must have a valid certificate on file. Please refer to your state tax authorities for the proper form. Note: Your license to collect sales tax is not acceptable for this purpose.

Trade References

1. Please list industry suppliers whenever possible. Confidentiality is assured.
2. Please include account numbers. Many companies will not give references without it.

Terms and Conditions

This section covers the basic Agreement, referring to our standard terms of sale on the front of the application, and other essential aspects of our relationship. **Only a legally authorized person, as shown below, should sign:**

Sole Proprietorship: Only the owner is authorized to sign.

Partnership: Any general partner may sign.

Corporation: Any corporate officer may sign. This includes President, Vice President, Secretary, Treasurer, Chairman of the Board, CEO, CFO, COO.

Limited Liability Company: Any managing member may sign. Certain managing members may be designated in the LLC agreement as "officers", as shown above, and, as such, may sign.