



65th 10th STREET
PO BOX 11258
LYNCHBURG, VA 24506-1258
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(434) 847-2402FAX

CREDIT APPLICATION

BUSINESS NAME _____ FEDERAL TAX I.D. # _____
CORPORATION _____; LIMITED LIABILITY CO. _____; PROPRIETORSHIP _____; PARTNERSHIP _____
DATE OF APPLICATION _____ DATE BUSINESS STARTED _____

NAMES OF OFFICERS/OWNERS:

NAME _____ TITLE _____ SS# _____
NAME _____ TITLE _____ SS# _____
NAME _____ TITLE _____ SS# _____
NAME _____ TITLE _____ SS# _____

ADDRESSES: PLEASE GIVE COMPLETE MAILING AND SHIPPING ADDRESS, INCLUDING ZIP +4 CODES.

MAILING: _____ SHIPPING: _____

_____ COUNTY: _____

PLEASE INDICATE IF DELIVERIES ARE RECEIVED WITHIN CITY LIMITS _____ OR WITHIN COUNTY LIMITS _____

BUSINESS PHONE: () _____ **CONSENT TO SEND FAXES: YES / NO** FAX NO: () _____

HOME PHONE: () _____ EMAIL ADDRESS: _____

PREFERRED METHOD TO RECEIVE INVOICES/STATEMENTS: BY FAX _____ BY E-MAIL _____ BY POSTAL SERVICE _____

SALES TAX: TAXABLE _____ NON-TAXABLE _____ ****The proper tax exemption certificate must accompany your application.**

BANK REFERENCE (Name) _____ CHECKING ACCT. NO: _____

PHONE: () _____ ADDRESS _____

TRADE REFERENCES (Include complete mailing addresses)

- 1. NAME: _____ ACCOUNT # _____
ADDRESS _____ PHONE: () _____
- 2. NAME: _____ ACCOUNT # _____
ADDRESS _____ PHONE: () _____
- 3. NAME: _____ ACCOUNT # _____
ADDRESS _____ PHONE: () _____

PAYMENT TERMS, LATE CHARGES, CONTINUATION OF CREDIT, AND IN THE EVENT OF DEFAULT PAYMENT TERMS:

Royce Company's terms are net 10th prox. As an example, purchases during the current month are due net the 10th of next month. An account, which goes out of terms, may be placed on credit hold at Royce Company's discretion until the account is brought back within terms. No terms or conditions on purchase orders different from the above terms will become part of any sales agreement, purchase order, or other documents unless specifically approved in writing by Royce Company.

All facsimile signatures shall be deemed original signatures for all purposes in connection herewith.

LATE CHARGES:

A late payment charge of 1% per month (12% annually) may be applied to each invoice that goes past due and then each month thereafter until paid.

****APPLICATION IS NOT COMPLETE UNTIL SIGNED ON REVERSE SIDE****

CONTINUATION OF CREDIT APPLICATION (ROYCE):

Customer agrees to provide annual financial statements and updated credit application each year as a condition for the continuation of credit.

IN THE EVENT OF DEFAULT:

The customer is responsible for all collection costs incurred by Royce Company in collecting amounts owed to Royce Company under customer's open account, including all legal/collection fees. Customer also agrees that any legal action to collect sums due under open account may be taken in the City of Lynchburg, Virginia, at Royce Company's option, and to waive the right to a jury trial on any issue.

The undersigned hereby (1) certifies the above information is correct and is submitted for the purpose of obtaining credit, (2) authorizes Royce Company to investigate the applicant's credit record, and (3) has carefully read the explanation of terms, late charges, and in the event of default and agrees to be bound thereby.

Application must be signed by an officer of the company or all partners if a partnership.

Please attach copy of most recent financial statements.

BUSINESS NAME: _____

PRINT NAME _____ SIGN _____ TITLE _____ DATE _____

PRINT NAME _____ SIGN _____ TITLE _____ DATE _____

UNCONDITIONAL GUARANTY

The undersigned in his (their) individual capacity _____ ("Guarantor") is

Print Your Name(s)

_____ ("Business");

Title(s)

Business Name

As a further inducement to Royce Company ("Royce") to extend credit on an ongoing open account basis to Business, Guarantor hereby unconditionally guarantees the payment to Royce of all sums due Royce from time to time under Business's open account with Royce; and Guarantor further covenants and agrees to indemnify and hold harmless Royce from all losses and expenses, including but not limited to all legal/collection fees, which Royce may sustain or incur by reason of any failure of Business to make payments when due under its open account with Royce, or the failure of Guarantor to perform this guaranty, or for some other permissible purpose consistent with the provisions of the Federal Fair Credit Reporting Act. Guarantor also agrees that any legal action to collect sums due under open account may be taken in the City of Lynchburg, Virginia, at Royce Company's option, and to waive the right to a jury trial on any issue. It is expressly agreed that in the event of any failure of Business to pay when required under the open account, the Guarantor will, upon demand of Royce, cure such default, and that no exercise, delay in exercising or failure by Royce to exercise any right under the Credit Application, open account or this Guaranty shall be deemed a waiver of such right, nor shall it impair this Guaranty.

The undersigned personal guarantor, recognizing that his or her individual credit history may be a necessary factor in the evaluation of this personal guarantee, hereby consents to and authorizes the use of a consumer credit report on the undersigned by the Royce Company, from time to time as may be needed, in the credit evaluation process.

DATE _____

GUARANTOR'S PRINTED NAME & SIGNATURE: _____ SS# _____

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GUARANTOR'S PRINTED NAME & SIGNATURE: _____ SS# _____

OFFICE USE ONLY:

WHSE/REP USE ONLY: BRANCH _____ ACCOUNT REP _____

CUS MKT CODE: HVAC - R or C

OTHER -- O

ROOFING - A or N

ACCT CODE: _____ SHIPPING CODE: _____