

# CREDIT APPLICATION

BUSINESS CONTACT INFORMATION			
Company Name		Years in business	Tax Exempt Cert #:
Phone   Fax		<input type="checkbox"/> Sole proprietorship	
E-mail		<input type="checkbox"/> Partnership	
Registered company address City, State ZIP Code		<input type="checkbox"/> Corporation <input type="checkbox"/> Other	

BUSINESS AND CREDIT INFORMATION			
Owner(s):		Bank Name	
A/P Contact Name:		Bank Address	
A/P Phone		Bank - Primary Contact	
A/P Fax		Bank - Phone or Email	
A/P E-mail		Type of account	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other

BUSINESS/TRADE REFERENCES			
Company name		Phone*	
Address		Fax	
City, State ZIP Code		E-mail*	
Type of account		Other	
Company name		Phone*	
Address		Fax	
City, State ZIP Code		E-mail*	
Type of account		Other	
Company name		Phone*	
Address		Fax	
City, State ZIP Code		E-mail*	
Type of account		Other	

## AGREEMENT

**We certify that all information on this form is correct. We fully understand your credit terms (attached) and agree to the proper payment in consideration of extended credit, Net 30 Days from date of purchase. Failure to pay for building materials may result in the filing of a mechanics lie.** By submitting this application, you authorize DESIGN SUPPLY DOORS LLC. to make inquiries into the banking and business/trade references that you have supplied.

## SIGNATURES

Signature		Signature	
Name and Title		Name and Title	
Date		Date	

**Corporate Officer or Owner signature required.**

## COMPANY CREDIT & PAYMENT POLICY

- Design Supply Doors, LLC payment terms are Net 30 days from the date of invoice. If the account is not paid per terms, the account will be placed on a C.O.D. basis.
- **Returned Check Policy:** If a check made payable to Design Supply Inc. is returned for any reason, your account will be placed on hold and you will be charged a "Return Check Fee" of \$30.00 on each invoice paid with a returned check. When the check amount and all fees are paid account hold will then be released.
- No shipments are made to accounts showing a balance due over 60 days until such amounts are paid.
- Chronic late payments may result in account being placed on a permanent C.O.D. basis.
- There is a **1.5% per month** charge on past due unpaid account balance.
- Customer is to pay any and all attorney's fees in the event that outside collection efforts become necessary.
- Return Policy:
  - See separate sheet
- **Notice to Owner:** Failure of the contractor to pay those persons supplying material or services to complete this contract can result in the filing of a mechanic's lien on the property which is the subject of this contract pursuant to Chapter 429, RSMO. To avoid this result you may ask this contractor for "Lien Waivers" for the work described in this contract. Failure to secure lien waivers may result in your paying for labor and materials twice.

I fully understand and accept Design Supply Doors credit terms. I assume responsibility for payment of all debt incurred in consideration of extended credit.

### Corporate Officer or Owner Signature Required

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## CASH SALE POLICY

- All “Stock Material” Orders will be processed as C.O.D
- All “ Non-Stock Material” Orders or Orders which require fabrication in our shop must be Prepaid 100%. We will not order in any material and/or schedule any shop tickets that have not been prepaid.
- Lead times will start once payment has been received.
- We accept Visa, Master Card, & American Express.
- We accept checks. ( Orders are released once checks clear the bank )
- All other policies remain in effect per signed “Company Policy” form.

Please sign and return this form.

Should you have any questions do not hesitate to contact Jennifer Hanning, Accts Receivable Manager, at **816-483-5100** or by email at **[jennifer@designsupplyinc.com](mailto:jennifer@designsupplyinc.com)**. We look forward doing business with your company.

**Corporate Officer or Owner signature required.**

Acknowledged By: \_\_\_\_\_

Title: \_\_\_\_\_



## CREDIT CARD POLICY

Design Supply Doors offers two ways in which a customer may pay his/ her invoice with a credit card – in-person at our office or online.

Design Supply Doors has invested in the new chip reader credit card machines to limit our liability and protect our customers against fraudulent charges. We will continue to accept credit cards with the following conditions:

1. Cards must be presented in person.
2. Cardholder must be present with I.D. (we will ask)
3. If using a company card without your name on it, we need prior written authorization signed by an officer of your company with a list of all authorized signer names. We will retain this list in your account file and will ID signers.
4. Payments made over-the-phone will be **limited to \$1,000.**
  - a. All security questions must be correct
  - b. If any information does not match – the sale will be voided and another form of payment will be required.
  - c. An additional convenience fee \$5.00 will be added to credit card orders over the phone.

# MATERIAL RETURN POLICY

## The following applies to all materials supplied from Design Supply Doors LLC

- All materials must be returned in their original condition with ALL original parts
- Materials must be returned no later than 45 calendar days following date of delivery of material to customer
- **Credit is not guaranteed and must be approved by DSD, following return and inspection of materials.**

### Non-Stock / Custom-Order Materials:

- Wood Doors **No Returns**
- Hollow Metal **No Returns**
- Hardware Subject to supplier restocking policy, fee and credit approval  
Minimum 40% Restocking Fee
- Toilet Acces. / Misc. Subject to supplier restocking policy, fee and credit approval  
Minimum 40% Restocking Fee

### Stock Materials:

- Wood Doors **No Returns**  
*Once a door has been prepped by DSI Wood Door Shop – material cannot be altered or canceled.*
- Hollow Metal 35% Restocking Fee
- Hardware 35% Restocking Fee
- Toilet Acces. / Misc. 35% Restocking Fee

*The material return policy applies to all materials except in a case of DSI error on approved customer orders.*

Acknowledged By: \_\_\_\_\_

Date: \_\_\_\_\_



## PRIVACY POLICY

We respect and are committed to protecting your privacy. We may collect personally identifiable information through various documents or when you visit our website.

We also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page(s) you visited. We will not sell your personally identifiable information to anyone.