



**CORPORATE HEADQUARTERS**

PO Box 5778  
 Capitol Heights MD 20791  
 (301) 350-1000 Phone  
 (301) 350-1051 Fax

**Credit Application**

Business Name \_\_\_\_\_ Line of Credit Requested \$ \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

D/B/A \_\_\_\_\_ Federal Tax ID# \_\_\_\_\_

Tax Exempt Numbers: Maryland \_\_\_\_\_ Virginia \_\_\_\_\_ DC \_\_\_\_\_  
 Attach copy of Exempt Certificates for Maryland, Virginia, West Virginia and DC if exempt in these states.

Former Business Address (if applicable) \_\_\_\_\_

Type of Business \_\_\_\_\_ Date Established \_\_\_\_\_ How long in Business \_\_\_\_\_

Mortgage Holder/Landlord \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**OWNERSHIP:**  Sole Proprietorship  Partnership  Corporation

**PRINCIPAL:** \_\_\_\_\_  
 (NAME) (Title) (SS#)

**PRINCIPAL:** \_\_\_\_\_  
 (NAME) (Title) (SS#)

**TRADE REFERENCES:**

NAME ADDRESS/PHONE#

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BANK REFERENCES:**

\_\_\_\_\_  
 (Name) (Address) (Acct #) (Contact)

Has the firm or any of its principals ever filed for Bankruptcy? Yes No

If Yes, explain \_\_\_\_\_

In consideration for the extension of credit, said business promises to pay for all purchases within the terms agreed and agrees to pay a service charge per month of 2% on all past due balances. In the event any third parties are employed to collect any outstanding monies owed by said business the undersigned agrees to pay reasonable collection costs, including attorney fees, whether or not litigation has commenced, and all costs of litigation incurred. All deliveries will be subject to a fuel surcharge and an additional freight charge as applicable. The undersigned represents that he/she has the authority to execute this credit agreement on behalf of the business identified.

\_\_\_\_\_  
 Print Name) (Title) (Signature) (Date)

**CREDIT DEPARTMENT USE ONLY**

Line of Credit Approved / Denied Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_  
 Comments: Salesperson - Initials \_\_\_\_\_ & Number \_\_\_\_\_

4600-J Wedgewood Blvd. 44180 Airport View Dr. 810 Cromwell Park Dr. 4003-C Westfax Drive 1190 International Pkwy.  
 Frederick MD 21703 Hollywood MD 20636 Glen Burnie MD 21061 Chantilly, VA 20151 Fredericksburg VA 22406  
 Phone (301) 668-4450 Phone (301) 373-6390 Phone (410) 768-0300 Phone (703) 631-3313 Phone (540) 658-2754  
 Fax (301) 668-4454 Fax (301) 373-6394 Fax (410) 768-0301 Fax (703) 631-0175 Fax (540) 286-1122