



## Longley Supply Company Credit Application Process

In order to expedite the processing of your order, we've provided this quick reference guide and credit application documents.

- 1) Credit application (and additional credit documents) must be completed in its entirety with original signatures. No digital signatures will be accepted. Credit applications (and credit documents) with incomplete information will be delayed.
- 2) Please allow **3-5 business days** to complete and activate your account from the date of receipt of all completed credit documents. If this is an **urgent order**, we can generate a Pro Forma invoice and payment can be made in advance until the credit application has been approved.
- 3) We accept credit card payments for first time customers with no additional processing fee for the initial order. Future credit card transactions on charge accounts will incur a 2.5% processing fee.
- 4) Sales & Use tax will be added to your orders unless you provide a current Sales & Use Tax Exemption Certificate for the state to which the material will be shipped or received.

Thank you for choosing Longley Supply Company and submitting the fully completed credit application and documents. We look forward to providing you with exceptional service.

**CONFIDENTIAL CREDIT APPLICATION  
 COMMERCIAL CREDIT  
 DOCUMENT NUMBER 4 30 18  
 ORIGINAL DOCUMENT(S) MUST BE MAILED**



**P.O. Box 3809  
 Wilmington, NC 28406  
 Phone: (910) 762- 7793  
 Fax: (910) 762- 9219  
 Email: [creditdept@longleysupplycompany.com](mailto:creditdept@longleysupplycompany.com)**

**(Primary Branch Location at which purchases will be made: \_\_\_\_\_)**

Legal Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street or PO Box City State Zip

Shipping Address: \_\_\_\_\_

Street City State Zip

Phone: (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_ (Fax) \_\_\_\_\_

Is monthly statement of account required: \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)

Invoices and statements to be sent by: Fax \_\_\_ Email \_\_\_ Email address: \_\_\_\_\_

Date Business was started \_\_\_\_\_ No. of Employees \_\_\_\_\_ Annual Sales \_\_\_\_\_ Monthly Credit Limit Desired \_\_\_\_\_

Type of Entity: \_\_\_ Corp \_\_\_ Partnership \_\_\_ LLC \_\_\_ Sole Proprietor Contractor License Number \_\_\_\_\_

If New Business, describe past employment \_\_\_\_\_

If incorporated, in what State was this corporation formed? \_\_\_\_\_

Full Name of Owner, Partners, Officers	Title	SS#	Home Address (City, State, Zip Code)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you or any of the officers ever had an account with Longley Supply Company Before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when and under what name: \_\_\_\_\_

Have you or any officer of the company ever filed personal or corporate bankruptcy in the past 7 years: Yes \_\_\_\_\_ No \_\_\_\_\_

Are Purchase Orders required? ( ) Yes ( ) No Are Job Names required? ( ) Yes ( ) No

Sales Tax Exemption #: \_\_\_\_\_ ( Exemption Certificate Must Be Attached )

**Business References (Major Suppliers)**

Name	Address	Credit Dept. Email or Fax #	Credit Dept. Phone #

**Bank Name Address Phone #**  
 \_\_\_\_\_

( ) Checking account # \_\_\_\_\_ ( ) Loan account # \_\_\_\_\_

Will you furnish us an annual financial statement? ( ) yes ( ) no

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission.

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

(Seal)



**COMMERCIAL CREDIT TERMS**

**ACCOUNT NAME:** \_\_\_\_\_

**DATE OF WRITTEN CREDIT APPLICATION:** \_\_\_\_\_

Each month a statement will be prepared and mailed to you showing you the status of your account through the close of business on the last day of that month. The balance shown on the statement is due by the 10<sup>th</sup> day of the month following the statement.

The purchaser understands that no further credit may be extended after the 10<sup>th</sup> of the month following date of purchase if the previous month's bill has not been paid in full.

Any part of the balance which has not been paid by the last day of the month following the statement will be subject to a 1.5% per month service charge (annual percentage rate 18%). The service charges will appear on your next statement and will be added to your new balance. No service charges will be assessed on new purchases made during the month. If a judgment is obtained for the amount owed, or any part thereof, the above contract rate of interest (annual percentage rate of 18%) will apply both before and after judgment is obtained. The above indebtedness is not being incurred for personal, family, household, or agricultural purposes.

Under the laws of the State, the supplier of material may require or assert a "mechanic's lien" or "materialman's lien", in the event of non-payment.

Acknowledging that any extension of credit will be adequate consideration, the applicant further agrees to pay in addition to the total amount due, a reasonable attorney's fee and cost of court collection, if the applicant's obligations are not paid to the creditor within stated terms, and legal action to force collection becomes necessary.

The applicant authorizes Longley Supply Company to fully investigate the credit and other circumstances dealing with the extension of credit to the applicant and further authorizes all references to release to Longley Supply Company any information concerning the financial status of each of us individually or of our business.

Goods may be charged to the entity or entities described on the above credit application until such time as Longley Supply Company is notified in writing, certified mail, return receipts requested, of a change in the account. No corporation, sale of business, or other reorganization or change in the form of the above entity, nor payments on the account by such changed or reorganized entity, or by others, shall release the liability of the parties, including guarantors, liable for the payment for goods theretofore or thereafter charged to the above account until Longley Supply Company is notified of the same in writing, certified mail, return receipt requested.

I and/or we have read the terms of the above and I/or we agree to be bound by them in all respects.

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Signature** (Seal)

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title or Position**

\_\_\_\_\_  
**Date**



**PERSONAL GUARANTY**

In consideration of Longley Supply Company, Wilmington, North Carolina (hereinafter referred to as "Longley"), extending credit or extending time for payment on past due accounts of \_\_\_\_\_

**COMPANY NAME**

which the undersigned request and with whom or in which company the undersigned are financially interested, and for value received, the undersigned, or any of us, hereby jointly and severally guarantee the punctual payment at maturity of his, its, or their indebtedness, now, heretofore, or hereinafter incurred or due, together with the interest thereon as said indebtedness may bear, plus reasonable attorney's fees if any such indebtedness is collected, or liability of the undersigned enforced, by or through an attorney-at-law. Longley may receive a note or notes and other evidence of indebtedness and things of value on account or as an adjustment or as security for said indebtedness or any portion thereof, and the same (or the original indebtedness) may be renewed, extended, modified and/or enforced as Longley may think advisable, all without notice to the undersigned, or any of us, without impairing the liability under this guaranty. The undersigned hereby consents to the use of any credit report consistent with the Federal Fair Credit Reporting Act.

If the above named company is not a corporation or a limited liability company at the time this guaranty is executed, and said company is subsequently incorporated or becomes a limited liability company, with or without the knowledge or consent of Longley, the undersigned shall be jointly and severally liable to Longley for any indebtedness incurred by or transferred to such corporation or limited liability company.

Procedure against the said debtor or debtors or upon any lien or other security shall not be required as a precedent to enforcing this guaranty.

This guaranty may be enforced by either a single proceeding against all of the undersigned or any proceedings against the undersigned separately, as Longley may deem advisable.

The undersigned hereby jointly and severally waive notice of the acceptance of this guaranty, notice of sales and/or indebtedness incurred, notice of credit given, and of the form thereof, and notice of default, together with demand and presentment for payment.

This guaranty is a continuing one for the payment of any and all indebtedness which the said debtor or debtors may now or hereafter owe Longley and this agreement and guaranty shall remain in full force and effect until canceled in writing by letter addressed to Longley and sent to it by registered or certified mail, with a return receipt showing that said letter has been delivered. Such cancellation shall only affect indebtedness thereafter incurred, and shall only affect the person giving such notice, and payment of the indebtedness incurred prior to the receipt of said written notice immediately be paid by the undersigned if not paid by the said debtor or debtors.

This guaranty shall be effective and shall be deemed delivered to Longley upon the signing thereof, such signing to constitute full delivery.

The undersigned hereby waive the benefit of all homestead exemption laws as to both their real and personal property including the laws and Constitution of the State of North Carolina.

This guaranty shall insure to the benefit of Longley, its successors and assigns.

**IN WITNESS WHEREOF, we hereunto set our hands and seals, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

<b>WITNESS</b>	<b>GUARANTOR</b>	<b>GUARANTOR PRINTED NAME</b>	<b>GUARANTOR SSN</b>
_____ (Witness Signature)	_____ (Guarantor Signature/SEAL)	_____	_____
_____ (Witness Signature)	_____ (Guarantor Signature/SEAL)	_____	_____
_____ (Witness Signature)	_____ (Guarantor Signature/SEAL)	_____	_____