

Salesperson: \_\_\_\_\_



Please print the application after filling in the requested information in the shaded areas. Then sign and fax or e-mail the signed copy to Hamilton Building Supply Company.

# Adobe Form

Applicant requests that credit be extended. The following information is being submitted for the purpose of establishing an open account. The undersigned authorizes the above seller or its Credit Investigation Agency to obtain credit, business background and personal reputation information from any sources listed or deemed necessary, including personal Credit Bureau Files, to establish or maintain an account.

**PLEASE FILL IN ALL INFORMATION REQUESTED- FAILURE TO DO SO WILL HOLD UP PROCESSING**

Legal Name of Corporation, LLC, Partnership, Proprietorship or Individual \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bus. Phone \_\_\_\_\_ Business Fax \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Pager #: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Years in Business: \_\_\_\_\_  
 (Check One) Corporation Partnership LLC \* Proprietorship Homeowner

Date Incorporated \_\_\_\_\_ Corporate ID # \_\_\_\_\_ Tax Exempt # \_\_\_\_\_

(Attach Copy of Exempt Form)

Primary Business Activity \_\_\_\_\_ \* LLC's must attach copy of membership agreement.

**PRINCIPALS/ OFFICERS/ OR HOMEOWNER(S)**

1. Name \_\_\_\_\_ Title \_\_\_\_\_

Home Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Check One Own Rent E-mail \_\_\_\_\_ Drivers License # \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_

Home Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Check One Own Rent E-mail \_\_\_\_\_ Drivers License # \_\_\_\_\_

**BANKING INFORMATION**

Bank Name \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_ Checking Account Number \_\_\_\_\_





**CUSTOMER AGREEMENT**

The customer warrants that the information given is complete and true and that this information has been relied upon in the extension of credit. It is understood this information will be held in the strictest confidence. The customer agrees that a delay in prompt payment of any debt due shall cause the assessment of a monthly Late Payment Fee stated above. Failure to pay the account balance and the Late Payment Fee will be cause for immediate cessation of credit.

If we are ordering materials on behalf of an owner or contractor, we represent that we have entered into a written contract with the owner or contractor. We acknowledge and direct Coleman's Hamilton Supply Company to make deliveries of material to us on our verbal or written order under this credit agreement between Hamilton Supply Company, Inc and us. We agree to pay for the materials so delivered, based on the invoice rendered to us following the delivery of such material without there being a signed delivery ticket or order slip. Any discrepancies must be communicated in writing within 24 hours following delivery or we will be deemed to have accepted the materials in accordance with acknowledged and accepted credit procedures. In the event a Notice of Unpaid Balance and Right to File a Lien (NUB) is filed, it is acknowledged and accepted that all parties involved will agree to elect to use an alternative dispute resolution panel to act as a third party arbitrator, to fulfill the arbitration clause required by law. A Notice of Unpaid Balance or Construction Lien will become applicable only if payments are not received in a timely manner after deliveries to a job site.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

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**Personal Guarantee**

The undersigned individuals as personal guarantors of the above Commercial Credit Applicant hereby agree to guarantee without limitation on a continuing basis of all principal balances, late fees, and attorney's fees. This guarantee can only be withdrawn in writing and shall apply to any account in which the undersigned is an Owner, Partner, Member, Employee or Officer, whether the account currently exists or is opened in the future. The inclusion of my corporate title, as part of my signature or execution of the guarantee shall not relieve me of my personal obligation. All officers, partners or members must sign below.

In the case of multiple homeowners applying for a credit account, all owners must sign this application.

Date \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_



**JOB INFORMATION SHEET – REQUIRED FOR INCREASED CREDIT LIMIT REQUESTS**

The Primary Use of Materials Purchased Will Be For:  Residential Construction and/or Renovation  Commercial  Industrial  Municipal

Your Attorney's Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please Provide the Following Information If The Job is **Residential Construction and/or Renovation:**

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Municipality \_\_\_\_\_ Permit(s) Pulled By:  Us  General Contractor  Homeowner

Homeowner(s) Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Phone: \_\_\_\_\_ Homeowner's Alternate Phone/Contact Number: \_\_\_\_\_

Homeowner's Attorney: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mortgage Company or Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Estimated # of Bank Draws: \_\_\_\_\_ Estimated Completion Date of Project: \_\_\_\_\_

Estimated Date of Bank Draws (Month/Year): \_\_\_\_\_

Please Provide the Following Information If The Job is **Commercial, Industrial, Institutional, or Municipal:**

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Municipality \_\_\_\_\_ Permit(s) Pulled By:  Us  General Contractor  Homeowner

Owner(s) Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Phone: \_\_\_\_\_ Alternate Phone/Contact Number: \_\_\_\_\_

Estimated # of Draws: \_\_\_\_\_ Estimated Completion Date of Project: \_\_\_\_\_

If we are ordering materials on behalf of an owner or contractor, we represent that we have entered into a written contract with the owner or contractor. We acknowledge and direct Hamilton Supply Company to make deliveries of material to us on our verbal or written order under this credit agreement between Hamilton Supply Company Co., Inc and us. We agree to pay for the materials so delivered, based on the invoice rendered to us following the delivery of such material without there being a signed delivery ticket, special order document, or order document. Any discrepancies must be communicated in writing within 24 hours following delivery or we will be deemed to have accepted the materials in accordance with acknowledged and accepted credit procedures. In the event a Notice of Unpaid Balance and Right to File a Lien (NUB) is filed, it is acknowledged and accepted that all parties involved will agree to elect to use an alternative dispute resolution panel to act as a third party arbitrator, to fulfill the arbitration clause required by law. A Notice of Unpaid Balance or Construction Lien will become applicable only if payments are not received in a timely manner after deliveries to a job site.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_



Our website now provides you with around-the-clock access to information you can use to become more productive. You will also receive your statements via e-mail and invoices as they are processed at point of sale.

Using these on-line tools you will be able to:

- ✓ Check your account balance and payment status
- ✓ Recall and reprint invoices
- ✓ Search our inventory
- ✓ Create your own quotes and save them for later recall
- ✓ Submit orders to us
- ✓ Get e-mailed invoices as they are processed (E-Invoice)
- ✓ Get e-mailed Statements each month instead of U.S. Mail (E-statement)

We look forward to setting you up with access to our new on-line services. Visit our web site if you want to learn more about these valuable services.

### For The Professional Builder or Contractor iNet Order Pro and Accounts On-Line Sign-Up and Consent Form

We will be happy to set-up one or more User Names for your business. Please specify your desired User Names and indicate for each one if you desire access to Inventory Search/Ordering and/or Account Balance/Invoice information. User names will be assigned if not already in use. I understand by providing the e-mail information that I agree to receive e-mail communication sent by Hamilton Supply. (Telephone consumer Protection Act of 1991, H.R. 4600 and S.2063)

	Desired User Name	Password	Ordering Access?	Account Access?
1.		Your Own	Yes No	Yes No
2.		Your Own	Yes No	Yes No
3.		Your Own	Yes No	Yes No

**Print Name:** \_\_\_\_\_  
(Print additional names on the back of this form)

**E-mail Address:** \_\_\_\_\_

Same as above **E-mail Statements to (e-mail address):** \_\_\_\_\_

Same as above **E-mail Invoices to (e-mail address):** \_\_\_\_\_

**Signature** \_\_\_\_\_



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## Acceptance of Sales Tax Exemption Certificates by Hamilton Supply

1. The customer issuing the Sales Tax Exemption Certificate must fill it out completely, providing their New Jersey or PA tax registration number on the proper form, the name and address of the vendor, the merchandise or service being purchased and any other information specified on the form.
2. Federal, State, County, and local government organizations are presumed exempt and do not have to submit tax exempt certificates. However, we would like to have an ST-5 form if possible for NJ. REV-1715 and REV-1220 in the case of Pennsylvania must be in our files.
3. Hamilton Supply will accept in good faith properly executed ST-3, ST-3NR, ST-5, and ST-7 Tax Exemption Certificates. We will not accept ST-8 sales tax certificates under any circumstances. ST-8 exemptions are for labor only in capital improvements. All building materials are taxable for capital improvement. Pennsylvania only has one form.
4. Hamilton Supply cannot sell merchandise without adding sales tax until the properly executed tax exempt form is on file in our office. Until we have the properly executed exempt form customers will be charged sales tax. Once we receive the exemption form and determine that is complete, we will refund any sales tax due the customer. We will also change the sales tax status of the customer for future sales with regard to the tax exempt certificate filed.
5. If a contractor is working for a tax exempt organization, he or she should obtain a ST-13 from that organization and submit it to Hamilton Supply. A separate job account will be created for that exempt organization under the contractor's account number. Only materials actually going to that job are tax exempt and sales tax will be charged until the properly executed tax exempt form is on file in our office. (Tools are not tax exempt on these jobs and cannot be charged to these accounts.)
6. We now are registered with Pennsylvania and have to collect sales tax for Pennsylvania when we deliver materials to Pennsylvania. New Jersey customers that have materials delivered to Pennsylvania jobs can either have a job set up for the Pennsylvania deliveries or the sales person can change the tax field on the invoice screen so that Pennsylvania tax is collected instead of New Jersey's. The same rules apply for the acceptance of a PA sales tax exemption form.



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## E-Mail or Fax Communication Consent Form

The FCC has issued new regulations regarding the ability to send E-mail or Facsimile communications under the Telephone Consumer Protection Act of 1991, H.R. 4600 and S.2063 now called the "Junk Fax Prevention Act of 2004". The FCC extended this deadline from January 1, 2005 to June 30, 2005. Even if you have an established business relationship with Hamilton Supply we still must have your written consent form and have it on file.

Therefore we ask that you fill out this form and mail, fax or e-mail it back to us as soon as possible.

**I (We) understand that by providing the information below, I (We) agree to receive e-mail and facsimile communications from Hamilton Supply after January 1, 2005.**

(Please Print)

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell Phone # \_\_\_\_\_

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

Fax Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_