



650 Central Ave.  
Billings, MT 59102

Ph (406) 259-6573  
Fx (406) 259-6358

Credit Application

Location/Division \_\_\_\_\_ Sales Contact \_\_\_\_\_  
 Business Telephone \_\_\_\_\_ Fax: \_\_\_\_\_  
 Legal Name of Company \_\_\_\_\_  
 Street Address \_\_\_\_\_ PO Box \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 AP Contact \_\_\_\_\_ Direct Line or Ext \_\_\_\_\_  
 Email \_\_\_\_\_  
 Authorized Purchasers \_\_\_\_\_

Check One

( ) Corporation ( ) Partnership ( ) Limited Partnership ( ) Proprietorship ( ) Limited Liability Co.  
 Partnership or Limited Liability list name of each member of firm and each manager, if applicable.

Corporation list names of Principal Officers and Shareholders.

Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Member _____	Address _____ Phone _____
Member _____	Address _____ Phone _____
Member _____	Address _____ Phone _____

Type of Business \_\_\_\_\_ Years in Business \_\_\_\_\_  
 Dunn & Bradstreet # \_\_\_\_\_ Sales Tax Exempt # \_\_\_\_\_  
 EIN# \_\_\_\_\_ Credit Limit Requested \_\_\_\_\_

If above \$50,000.00 or over attach Current Financial Statement for Confidential Use Only  
 \*\* By Law Sales tax will be charged unless Sales Tax Exemption Certificate is Provided\*\*

Bank Reference:

Name of Bank \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 List Account # (s) for Checking \_\_\_\_\_  
 Loans \_\_\_\_\_  
 Date \_\_\_\_\_



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Trade References:

Company Name \_\_\_\_\_  
Physical Address \_\_\_\_\_ PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Company Name \_\_\_\_\_  
Physical Address \_\_\_\_\_ PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Company Name \_\_\_\_\_  
Physical Address \_\_\_\_\_ PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Company Name \_\_\_\_\_  
Physical Address \_\_\_\_\_ PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Completing application does not guarantee approval. Processing can take upto two (2) days to complete.

If sale qualifies for sales tax exemption, failure to provide a current sales tax exemption certificate will result in charging sales tax on all invoices.



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**CREDIT APPLICATION**

Has the firm or any of its principals ever been Bankrupt?      Yes      No

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

Any misrepresentation in this application will be considered evidence of fraud, since this information is the basis for the extending of credit. As an inducement to grant credit, the undersigned warrants that the information submitted is true and correct. You are authorized to investigate the credit references and principals listed.

In consideration for the extension of credit, said business promises to pay for all purchases within the terms agreed (ENTER TERMS HERE) and agrees to pay a service charge per month of 1-1/2% per month (18% annual percentage rate) 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. The undersigned represents that he/she has the authority to execute this credit agreement on behalf of the business identified.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Print Name                                      Title                                      Signature

**PERSONAL GUARANTEE**

(Fill in name of company granting credit)

In consideration for ADH extending credit to the business identified below for any materials and/or services after this date at the request of applicants or its agents, the undersigned individual hereby personally guarantees unconditionally and irrevocably the prompt payment of any sums now or hereafter owed to ADH by the business identified below whether said sums are due under open account, contract or otherwise.

It is understood and agreed that credit, if extended, is to be on a continuing basis and may exceed estimated maximum credit limit required as stated in the credit agreement between ADH and the business. ADH shall not be obligated to notify the undersigned of the dates or amounts of any such credit and the undersigned waives demand, notice of default and any extension of time or any other forbearance which may be extended by ADH.

The guarantee shall continue in force until notice in writing, sent by registered or certified mail, return receipt requested is received by ADH. Said notice shall specify the date on which this guarantee is to be terminated, said date not to be less than seven days after such notice is received. Such termination shall in no way release the undersigned as to any sum or debt incurred prior to such termination.

Date \_\_\_\_\_ Name: \_\_\_\_\_  
(Name of person guaranteeing payment)

Home Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ SS# \_\_\_\_\_

Signature of person guaranteeing payment \_\_\_\_\_

Name of Business whose account is guaranteed \_\_\_\_\_

**CREDIT DEPARTMENT USE ONLY**

Line of Credit: Approved/Denied                      Amount \$ \_\_\_\_\_                      Date: \_\_\_\_\_



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RIDER TO CREDIT APPLICATION

The undersigned certifies, under penalty of perjury, that the statements in the attached credit application are true and correct, as of the date of this Rider. Applicant agrees that Architectural Doors and Hardware, LLC may verify and obtain additional information concerning the credit standing of applicant, including obtaining credit reports. Applicant hereby authorizes the release of information regarding its account status. Applicant agrees to pay all bills and invoices when the same become due and payable pursuant to terms of sale. Applicant agrees that all transactions and disputes between applicant and Architectural Doors and Hardware, LLC, shall be governed by the State of Montana, applicant further agrees that all legal actions and proceedings arising between applicant and Architectural Doors and Hardware, shall be commenced only in such state, and applicant hereby consents to the jurisdiction of the Federal and State Courts located in such state.

Upon approval of credit with Architectural Doors and Hardware LLC, I understand that I may not be sent a monthly statement and agree to pay according to the payment due date on invoice.

I understand and agree to pay late fees/ interest on invoices, not in excess of that specified by law that will be assessed (on monthly or part month basis) if I do not pay within specified payment terms. I further understand and agree to pay the **Actual collection costs and/ or Legal Fees** required to obtain payment in case my account becomes delinquent.

Company Name \_\_\_\_\_ Signed \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Signed \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Signed \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Completion of Application Does NOT Guarantee Approval



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## ADH CONTRACT

- Terms: Net 30 days with a 1% discount if paid within 10 days (applies to invoices over \$5,000.00)
- There will be an 18% finance charge due on all invoices over 30 days.
- All monies will be due and payable for products manufactured according to approved specifications/submittals.
- Retainage is not agreeable, as ADH is a Supplier NOT a subcontractor, unless otherwise agreed upon when order is submitted.
- Stock must be checked in and verified for accuracy/completeness within 48 hours of receipt, and vendor (ADH) must be allowed to rectify the problem or no credit will be given, nor will any back charges be accepted.
- Timeline for delivery of product must be determined at the beginning of each project. If for any reason, product cannot be accepted at the job site, invoices for that product will remain due and payable as stored, insured, materials.
- We must have a signed change order prior to fulfilling any changes that deter from our original signed contract.
- If credit is to be given, there must be a change order signed by ADH to be valid. Restocking fees may apply. Some items are custom, and cannot be returned for credit.
- To qualify for credit, items must be returned in original packaging/boxes with all pieces (i.e., screws, keys, etc.) included.
- Damages must be noted on freight receipt and reported to ADH **immediately**, so that we can fill a replacement order.
- Damaged freight will be addressed with the freight company, by the recipient, for reimbursement. ADH will not be held responsible for damages by the use of 3rd party freight company and all monies for shipped materials are still due to ADH.
- Products manufactured by ADH will have a 1 year limited warranty, unless otherwise expressed in the bid process.
- Your signature constitutes an agreement to these terms and conditions.
- Finally, it is our pleasure to be a part of your project and pray that we can have a long and prosperous job relationship for years to come.

\_\_\_\_\_  
ADH Representative                      Date

\_\_\_\_\_  
Contractor Representative              Date