



11820 Wills Road, Suite 140  
 Alpharetta, GA 30009  
 Tel: (678) 879-0777  
 Fax: (678) 456-6046

# Credit Application

Customer Identification and Address				
Legal Company Name	Type of Business	Year Started	# of Employees	Phone
Billing Address	Shipping Address			Fax

Trade References <i>(furniture manufactures with whom you have done business for at least one year)</i>				
1 Name		Address		City/State/Zip
Phone	Fax	Credit Line	Pay Terms	
2 Name		Address		City/State/Zip
Phone	Fax	Credit Line	Pay Terms	
3 Name		Address		City/State/Zip
Phone	Fax	Credit Line	Pay Terms	

Bank References				
Bank Reference (Checking)	Account #	Bank Contact	City/State/Zip	Fax
Bank Reference (Loan)	Account #	Bank Contact	City/State/Zip	Fax

Authorizations				
Principal Owner or Authorized Officer	Paycycle	Annual Sales Revenue	Annual Purchase	Federal Tax ID #
Debtors Social Security # for Partnership/Individual		Estimated Monthly Credit Requirement		

Please check one

Corporation   
  Proprietorship   
  Partnership   
  Limited Partnership

Parent Corporation (if branch, subsidiary, division or affiliate)	Corporations
	Date Incorporated _____ State _____ State Corporation # _____
Own or Rent Building? If rent, from whom?	Real Estate Mortgage Held By _____

The above information is for the purpose of obtaining credit and is warranted to be true. I / We hereby authorize the firm to whom this application is made to investigate the references listed pertaining to my / our credit and financial responsibility. A copy of this document shall be as the original. <b>When 30 day old invoices are paid with credit card 3% processing fee will be added.</b> Initials: _____	<b>Applicant's Signature</b> Application Prepared By _____ Title _____ Officer Owner _____ Title _____ Date Signed _____
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## **SPECIAL-T CREDIT POLICY**

Special-T offers established dealers in good standing Net 30-day terms with credit limits appropriate for their financial standing and payment history. To establish credit with Special-T, dealers must provide the following:

- Completed credit application.
- Favorable responses from (3) office furniture manufacturer credit references.
- Resale certificate.
- Prepayment of first order.

If a dealer places an order larger than their credit limit, a prepayment or deposit may be required. GSA and certain buying group orders are not subject to prepayment as some require 30-day terms.

Special-T will not ship new orders for established dealers until any and all past due balance is paid. If a dealer is consistently past due their terms will revert to prepaid.

Special-T prefers all its dealers to be on Net 30 day terms. When that is not feasible we accept faxed checks and all major credit cards for payment. If a dealer wishes to pay for an invoice that is 30 days old we add a 3% accommodation fee.