

# CREDIT APPLICATION



Our purpose is to serve our customers and company with a sense of urgency and a positive attitude.  
We are dedicated to providing an excellent overall customer experience. We exist to meet the needs of our customers.  
We create lasting partnerships by operating at the highest standards and accountability.

## General Information

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

Billing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Years in Business \_\_\_\_\_

Business Type: ☐ Sole Proprietor ☐ Corporation ☐ LLC ☐ Partnership ☐ Other \_\_\_\_\_

Fed ID \_\_\_\_\_ Requested Credit Limit \_\_\_\_\_

☐ Plumbing ☐ HVAC ☐ Electric

## Service Information

PO Required ☐ Yes ☐ No

Allow Back orders ☐ Yes ☐ No

Email Invoices ☐ Yes ☐ No

Email address ☐ (Use primary contact)

\_\_\_\_\_

EPA number \_\_\_\_\_

(Attach copy of EPA card)

State ID \_\_\_\_\_

## Name and Addresses of Owner(s), Partner(s), or Corporate Officer(s)

**Primary Contact**

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

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

Email \_\_\_\_\_

**Name of Accounts Payable / Billing contact (☐ check if same as primary contact)**

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

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

Email \_\_\_\_\_

## Trade References (1 year minimum est. Please note: we do not allow banks, utilities, Credit Cards, or Cash on Delivery accounts as references)

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone # \_\_\_\_\_ Acct # \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone # \_\_\_\_\_ Acct # \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone # \_\_\_\_\_ Acct # \_\_\_\_\_

## Operational Background

<u>Service Industry</u>	<u>Manufacturing Companies</u>	<u>General Information</u>
Residential <input type="checkbox"/> Commercial <input type="checkbox"/> New Construction <input type="checkbox"/>	Location(s): _____	Yearly revenue _____
Upcoming job costs \$25,000 or more? Y <input type="checkbox"/> N <input type="checkbox"/>	_____	Bankruptcy: No <input type="checkbox"/> Yes <input type="checkbox"/>
Number of Employees? _____	Credit request: Per Month <input type="checkbox"/> Per Year <input type="checkbox"/>	If yes, explain: _____
Average time (days) to receive payment: _____	Products manufactured: _____	_____
Statement delivery preference:	_____	Prior / Existing Account:
Email <input type="checkbox"/> Paper <input type="checkbox"/>	_____	Store preference: _____
Average job cost: _____	_____	Preferred contact time: _____
Service area(s): _____	_____	(To establish account, we call to verify details with applicant).

Initial \_\_\_\_\_

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## Terms and Conditions of Sale

The Terms and Conditions as defined on this page are the conditions set in securing seller's Mechanics Lien rights in the event of default on each and every sale conducted by Locke Supply Co.

### LIMITATIONS OF LIABILITY

LOCKE SUPPLY CO. is not the manufacturer of any of the merchandise it sells, but is a wholesaler and specifically disclaims any responsibility on its part for failure of any product to perform as advertised and further disclaims any related or consequential damage responsibility in connection with the service or operation of the products sold, such liability being wholly that of the manufacturer.

### DISPUTED INVOICE

Please notify our credit department immediately for any invoice dispute. This can be done by email at [Credit@LockeSupply.com](mailto:Credit@LockeSupply.com), by phone at (405)-631-9756, or by mail at: Locke Supply Co. Attn: Credit, PO Box 26128, Oklahoma City, OK 73128. Invoices are deemed valid after 60 days of invoice date and will be payable and in agreement with stated invoice terms.

### PAYMENT TERMS

Applicable as per invoice terms or contract addendum.

### RECEIPT OF MATERIALS

Terms of Delivery made by our truck are FOB DESTINATION. All Material becomes the property of the purchasers upon delivery. All claims for damage and shortage must be made at the time of delivery and must be noted on the delivery receipt.

### RETURNED MATERIALS

Unless due to seller's error, no materials are to be returned or credit allowed without seller's prior authorization. Authorized material returned in good condition is credited at invoice price less a restocking fee to cover handling and service charges and expenses. Special ordered non-stock merchandise may not be returned. A purchase receipt must accompany all returns for credit.

## Consent to Obtain Consumer Credit Report

The undersigned individual who is either a principle of the credit applicant or a sole proprietorship of the credit applicant, recognizing that his or her individual credit history may be a factor in the evaluation of the credit history of the applicant, hereby consents to and authorizes the use of a consumer credit report on the undersigned by the above named business credit grantor, from time to time as may be needed, in the credit evaluation process.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Acknowledgement Must be signed by Owner / Officer of the Company.

The Undersigned hereby does agree that this account will be due according to invoice terms or contract addendum.

Items not paid by the due date will be charged a service charge based on the maximum rates allowed by the state in which the charge is applicable.

Furthermore, in consideration of extending credit to the above applicant, the undersigned does hereby guarantee payment of the above account on demand and agree to all stated Terms and Conditions of Sale above; and authorize the Trade References listed on Page 1 to release information requested for the purpose of obtaining and / or reviewing credit.

Company \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Complete and email this form to: [credit@lockesupply.com](mailto:credit@lockesupply.com) or Mail to: Locke Supply Co, Attn: Credit Department, PO Box 26128, Oklahoma City, OK 73126.  
Sign and initial the "Terms and Conditions" and return with this completed form. Incomplete applications will not be processed.

### MAILING ADDRESS

PO BOX 26128  
OKLAHOMA CITY, OK  
73126

### SHIPPING ADDRESS

1300 SE 82<sup>ND</sup> ST  
OKLAHOMA CITY, OK  
73149

### CONTACT INFORMATION

PHONE: (405)-631-9756  
FAX: (405)-632-2471  
CREDIT@LOCKESUPPLY.COM

Initial \_\_\_\_\_