



OPEN ACCOUNTS ARE AVAILABLE TO  
HVAC TRADE CUSTOMERS THAT PURCHASE  
ON A REGULAR MONTHLY BASIS.

Capitol Supplies, Inc.  
2020 N. Illinois Street  
Indianapolis, IN 46202  
(317) 926-6061 Local  
(317) 923-8852 Fax

**CREDIT APPLICATION**

The following information is to be used for the purpose of extending credit. All information will be held in strict confidence.

**GENERAL INFORMATION**

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

Mailing Address \_\_\_\_\_ Fax Number \_\_\_\_\_

Pager/Cellular \_\_\_\_\_

Shipping Address (if different from above) \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Site: \_\_\_\_\_

This business is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

If incorporated, state in which incorporated \_\_\_\_\_ year incorporated \_\_\_\_\_

Date Started \_\_\_\_\_ Type of Business \_\_\_\_\_

**NAME AND TITLE OF OWNERS, PARTNERS, OR OFFICERS:**

Name & Title	Social Security Number
_____	_____
_____	_____
_____	_____

Have any of the owners /partners/officers ever declared bankruptcy personally or as a business?  YES  NO

Name of Accounts Payable Contact \_\_\_\_\_ May We Send You Communications Via Fax?  YES  NO

**Will your purchases be tax-exempt? \_\_\_\_\_ If yes, please enclose completed Sales Tax Exemption Certificate.**

**BANK INFORMATION**

Name of Bank \_\_\_\_\_ Account Number \_\_\_\_\_

Address \_\_\_\_\_

Bank Phone Number \_\_\_\_\_ Representatives Name \_\_\_\_\_

**CREDIT REFERENCES**

Please list only accounts that are currently open:

Account #	Company Name	Complete Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

If additional space is needed, please use a separate sheet.

**PLEASE INCLUDE A COPY OF YOUR LIABILITY INSURANCE.**

**Terms of Payment: Net 10th Prox.** (Invoices are due for payment the 10th of the following month)

**Additional Terms and Conditions:**

It is agreed that the buyer will pay all invoices in accordance with the stated terms and interest will be assessed on delinquent invoices at the rate of 2% per month (24% annual) together with any court costs, attorneys fees of not less than 33% of the unpaid amount of principal and interest, all other costs of collection which the seller may incur in enforcing the terms of this agreement, all without relief from valuation and appraisal laws. If legal action becomes necessary by either seller or buyer, it is also agreed that this or any contemporaneous or subsequent agreement will be governed as to validity, interpretation, construction, effect and all other respects by the laws of the State of Indiana.

Buyer releases consent to Seller to investigate credit history and use of outside credit reporting services to obtain information, and authorize all references including named bank/financial institutions to provide credit information to Seller. We certify that all the information on this form is correct and that we fully understand your credit terms and conditions, and agree to the proper payment in payment in consideration of extended credit.

**NOTE: Credit Application Must Be Signed By An Owner Or Officer**

✘ _____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date

**Unconditional Guaranty**

In consideration of extending credit, the undersigned hereby unconditionally guarantees the timely payment to CAPITOL SUPPLIES, INC. of all sums, even if in excess of the applied for or established credit limit, now due or which may hereafter become due and payable by virtue of the extension of credit to the applicant, including, without limiting the generality of the foregoing, legal and other costs of attempts to collect said sums from Customer and the undersigned and lawful interest on said sum.

The liability of the undersigned shall be primary, and if more than one person or entity signs this agreement, shall be joint and several, and shall not be affected by any discharge, extension of time, release of security, acceptance of compromise or any other modification of the liability of the Customer, and shall not be dependent upon recourse to any remedies against the Customer, except that the undersigned shall receive credit for any sum received on Customer's account. The undersigned hereby waives any notice of the time and amount of extension of credit to the Customer, as well as rights of set-off, redemption and counter claim which may be alleged to exist in favor of Customer.

This agreement is intended to cover a running account or accounts by the Customer and will remain in full force and effect until 14 days after withdrawal in writing sent by registered mail, return receipt requested and received at the named address. Such withdrawals shall be effective prospectively only, and this agreement shall remain in full force and effect with respect to all sums of money that are due and that become due from Customer as a result of transactions through and including the date 14 days after said withdrawal is received. No rights against Capitol Supplies are waived by failure to exercise any right against the Customer upon his default. The incorporation, merger, reorganization or sale of Customer's business shall not operate as a termination of this guaranty. The undersigned hereby agrees to pay any and all of said sums together with all legal and other costs including attorney's fees of enforcing the agreement contained herein both as against the Customer and the undersigned.

This agreement is an Indiana contract and shall be interpreted under the Laws of said State and shall be effective immediately. This agreement is binding upon the undersigned, his administrators, executors, heirs and assigns.

✘ _____	_____	_____
Guarantor - Signature	Guarantor - Printed Name	Date
_____		
Guarantor's Address		

**Application must be signed at both "✘'s" to be considered**

**FORM CAP-1A**

**PLEASE FAX OR MAIL THIS BACK TO CAPITOL SUPPLIES**