



Dear Valued Customer,

Thank you for your interest in obtaining credit terms with The Delaney Hardware Co. In order for us to complete your application, we require that the following information be returned to us.

- A completed "Credit Application"
- Three trade/vendor references, which do not compete with Delaney Hardware. Please ensure that this form is signed and that the contact information (email) for your trade reference is current, as this will delay your application.
- Signed "Request for Bank Verification." Your bank will not communicate with us without your signature on our form.
- Sales Tax Exemption Form or Resale Certificate. Delaney Hardware cannot process an application without this. The only exception is for customers located within the state of Georgia.

**Please email the above documents to: [tracym@delaneyhardware.com](mailto:tracym@delaneyhardware.com)**

Upon receipt of all required documents, our accounting department will begin the verification and reference process within 24 hours. If we do not receive a response from your references within 2 business days upon submittal, we will contact your references a second time. If there is still no response, we will contact you for additional information.

Once a decision has been made regarding your application, you will be notified by one of our representatives.

On behalf of The Delaney Hardware Co. we thank you for your interest in our company and we look forward to serving you.

Sincerely,

Len Kozeny  
Corporate Controller  
The Delaney Hardware Co.



## Credit Application

Date				
Company Name				
DBA (if different)				
Contact Person Name:			Email:	
Billing Address			Bill Through (if applicable):	
Street Address				
City	County	State	Zip Code	
Shipping Address				
Street Address				
City	County	State	Zip Code	
Phone Number			Fax Number:	
<b>Email address for invoices and statements:</b>				
Federal Tax ID or Social Security Number				
Type of Entity (circle one):      Sole Proprietorship      Partnership      LLC      Corporation				
Type of Business			Years in business	
How did you hear about our Company?				
Which Delaney sales rep have you spoken to?				
Which products will you buy most often?				
Amount of credit requested:				
Authorized Buyer:			Buyer's Email:	
Are you sales tax exempt? (circle one)                      Yes      No				
Do you require Drop Ship orders outside of your home state (circle one): Yes      No				
If yes, please provide a completed multi-jurisdiction tax form.				



## Trade References

<b>Reference #1</b>	Name
	Address
	Credit Department Contact Name <span style="float: right;">Email:</span>
	Phone Number <span style="float: right;">Fax Number</span>
<b>Reference #2</b>	Name
	Address
	Credit Department Contact Name <span style="float: right;">Email:</span>
	Phone Number <span style="float: right;">Fax Number</span>
<b>Reference #3</b>	Name
	Address
	Credit Department Contact Name <span style="float: right;">Email:</span>
	Phone Number <span style="float: right;">Fax Number</span>

I represent that the above information is true and is given to The Delaney Hardware Co. to extend credit. My company and I authorize The Delaney Hardware Co. to make such credit investigation as it sees fit, including contacting the above trade references both now and in the future. My company and I authorize all trade references to disclose to The Delaney Hardware Co. any and all information concerning the financial and credit history of my company.

### **Terms & Conditions**

Invoices are emailed daily. Statements are emailed on the first business day of each month.

Standard payment terms are NET 30.

A finance charge of 1.5% per month will be added to all amounts billed if not paid within terms.

No additional credit will be extended to past due accounts unless satisfactory arrangements are made with our credit department.

In the event this account is turned over to an attorney for collection, I/we agree to pay an attorney's fee of 15% of the balance then due and owing.

Authorized signature:

Printed Name:

Title:

Date:



# DELANEY®

## Request for Bank Verification

***To be completed by applicant:***

Bank Name

Address

Phone Number

Fax Number

Business Name or Account Holder

Address

Phone Number

I have applied for credit with The Delaney Hardware Co. of Sugar Hill, GA. You are hereby authorized to supply information to The Delaney Hardware Co. concerning checking and loan accounts that I have with your bank. Your response is solely matter of business courtesy for which no responsibility is attached to your institution or any of your officers and this information will be treated as strictly confidential.

Authorized Signature

Title