**Note: If your account is approved, you will receive notification. payment is due 15 days from the invoice date, not when you are paid on a project. payment terms can be extended from 15 days to 30 days upon THE ESTABLISHMENT of a good payment history.**

**company information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | **Invoice Email:** |  |
| **Street Address:**  |  | **Phone:** |  |
| **Mailing Address:** |  | **Sales tax exempt:** 🞏 Yes 🞏 No |
|  |  | **Prices Displayed on RM tickets:** 🞏 Yes 🞏 No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Legal Entity:** |  | **Year Established:** |  | **State Established:** |  |
| **Owner’s Name** |  | **Title:** |  |
| **Owner’s Name** |  | **Title:** |  |

**references (bank & supplier)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact** | **Account Number** |
| **(Bank)** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Attachments**

* **Sales Tax Exemption Form (if applicable)**
* **W9 Form**

**signature**

**By signing below, I am authorized to sign on behalf of the company and agree to the payment terms of 15 days and understand a 1.5% fee is charged on unpaid balances every month. Should debt collection be necessary, the receiving company will pay all litigation fees.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Printed name signature date