

# Credit Application Checklist

Attach to credit application

Date: \_\_\_\_\_

Person Reviewing Application: \_\_\_\_\_

1) **Completed** and **signed** credit application, check application for:

- a) \_\_\_\_\_ Federal Tax ID and Contractor Number
- b) \_\_\_\_\_ Bank and Trade References
- c) \_\_\_\_\_ Business address
- d) \_\_\_\_\_ Valid email address
- e) \_\_\_\_\_ Dollar Amount of Credit
- f) \_\_\_\_\_ If credit amount is over **\$10,000**, request customer to provide current Financials or Tax Returns
- g) \_\_\_\_\_ Attach State or Federal Tax-Exempt Form, if applicable

**\*\*\*NOTE:** Application must be completed and signed. **Will hold incomplete application for 10 days, thereafter, application will be shredded, and denial letter sent to customer. NO CROSS OUT ON TERMS OF CREDIT AGREEMENT**

2) Create customer account number: \_\_\_\_\_

3) Create PIN numbers, attach PIN Sheet and activate account for PIN Numbers.

4) If Customer is requesting job account in addition to their existing credit account, we will need to setup:

- a) New Job Account Number
- b) Pre-Lien Paperwork, if applicable
- c) Inform customer their credit line amount will be taken from existing account



# VMTS Security System

Account Protection

Van Marcke Trade Supply

www.vmts.com

Phoenix | Tucson | Las Vegas | Dallas

Dear Valued Customer:

**Van Marcke Trade Supplies security system is mandatory in all of our stores. It is designed to protect you from someone fraudulently purchasing on your account.**

***This system is very simple to set up and maintain. The requirements are as follows:***

- VMTS needs a list of each authorized purchaser (AP) for your company
- The form to submit this list follows, see page (2)
- VMTS will assign each AP a unique PIN number
- VMTS will notify each AP with their PIN number by:  
Personal E-mail or, sealed envelope at your company or company approved contact for the PIN system
- Once your company notifies VMTS that each PA has their PIN, VMTS will activate the PIN system for your company
- After the PIN system is active no one will be able to purchase without entering a PIN
- When placing an order in a store, after the VMTS employee selects your account for the order, your AP will be asked to enter their PIN
- There will be a numeric PIN pad at each terminal in each store
- When the PIN is entered it will NOT be visible by VMTS employees
- VMTS store employees will not be able to override this feature
- If a tech forgets their PIN number, they will need to produce a driver's license
- A call will be placed to our corporate office. If the name on the driver's license matches an AP name on your account, Accounts Receivable will give them the PIN number to enter. AR will be the only department with access to these numbers
- Your company will be notified that this has taken place
- When an AP loses this authority you simply notify us by fax to 602-253-7070 or E-mail to pinsystem@vmts.com and their PIN is blocked from further use. This take places immediately
- When a new AP is hired simply fax or e-mail the enrollment form with the new employee, and we will get a PIN assigned and it will be activated immediately

I hope you find this program simple and effective. Thank you for your cooperation.

Sincerely,

Barrett Bromich  
Chief Operating Officer  
Van Marcke Trade Supply, Inc.  
Van Marcke Trade Supply of Texas LLC.  
602-258-7801 Ext 206  
602-315-8648 Cell  
bbromich@vmts.com



# VMTS Security System Account Protection Enrollment Form

Van Marcke Trade Supply

www.vmts.com

Phoenix | Tucson | Las Vegas | Dallas

I, \_\_\_\_\_, duly authorized agent for \_\_\_\_\_ (hereafter known as company), am providing this list to Van Marcke Trade Supply with the understanding that each individual listed will be issued a Personal Identification Number (PIN) to be used when placing orders with VAN MARCKE TRADE SUPPLY. I understand that if one of the following individuals loses their authority to purchase on behalf of the company, that SAN must be notified. Until such notification, with returned receipt confirmation, the company is responsible for purchases made.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Purchaser Name

Personal E-mail (please provide)

- |           |       |
|-----------|-------|
| 1. _____  | _____ |
| 2. _____  | _____ |
| 3. _____  | _____ |
| 4. _____  | _____ |
| 5. _____  | _____ |
| 6. _____  | _____ |
| 7. _____  | _____ |
| 8. _____  | _____ |
| 9. _____  | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |

If no personal e-mail is provided, the PIN will be sent to the company's office in a sealed envelope with the PA's name on it or you may designate one authorized employee to receive all of the PIN numbers via E-mail or regular mail. This form can be e-mail to pinsystem@vmts.com or faxed to 602-253-7070.

Van Marcke Trade Supply  
1830 W. Fillmore St.  
Phoenix, AZ 85007  
www.vmts.com



# Credit Application

Van Marcke Trade Supply, Inc.

<b>Customer Account #:</b>			<b>PIN#:</b>		
<b>Amount of Credit Requested:</b>			<b>Credit Approval Date:</b>		
<b>Last Name:</b>		<b>First Name:</b>		<b>MI:</b>	
<b>Email Address for Invoices:</b>			<b>Federal Tax ID #:</b>		
<b>Name of Company and dba (if applicable):</b>			<b>Contractor's License #:</b>		
<b>Billing Address of Company:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
				<b>Phone:</b>	
<b>Physical Address of Company:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
				<b>Phone:</b>	

<b>Type of Business:</b>			<b>In Business Since:</b>		
<b>Legal Form of Business:</b> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (specify) <input type="checkbox"/>					
<b>If Division or Subsidiary, List the Name of Parent Company:</b>					
<b>If Sole Proprietorship, List Name of Company Principal Responsible for Business Transactions:</b>					
<b>Name:</b>			<b>Title:</b>		
<b>Social Security #:</b>					
<b>Address:</b>		<b>City:</b>		<b>State:</b>	
				<b>Zip Code:</b>	
				<b>Phone:</b>	
<b>List Name of Spouse of the Company Principal:</b>					
<b>Address:</b>		<b>City:</b>		<b>State:</b>	
				<b>Zip Code:</b>	
				<b>Phone:</b>	
<b>If Corporation, Year Incorporated:</b>			<b>State of Incorporation:</b>		
<b>If less than 3 years in business, how long have principals been in this trade?:</b>					

**Bank References**

<b>Institution Name:</b>	<b>Institution Name:</b>	<b>Institution Name:</b>	
<b>Checking Account #:</b>	<b>Checking/Savings Account #:</b>	<b>Home Equity Loan:</b>	<b>Loan Balance:</b>
<b>Address:</b>	<b>Address:</b>	<b>Address:</b>	
<b>Phone:</b>	<b>Phone:</b>	<b>Phone:</b>	

**Trade References**

<b>Company Name:</b>	<b>Company Name:</b>	<b>Company Name:</b>	
<b>Contact Name:</b>	<b>Contact Name:</b>	<b>Contact Name:</b>	
<b>Email Address:</b>	<b>Email Address:</b>	<b>Email Address:</b>	
<b>Address:</b>	<b>Address:</b>	<b>Address:</b>	
<b>Phone:</b>	<b>Phone:</b>	<b>Phone:</b>	
<b>Account Opened Since:</b>	<b>Account Opened Since:</b>	<b>Account Opened Since:</b>	
<b>Credit Limit:</b>	<b>Credit Limit:</b>	<b>Credit Limit:</b>	
<b>Current Balance:</b>	<b>Current Balance:</b>	<b>Current Balance:</b>	

**\*\*\* PLEASE NOTE \*\*\* THIS APPLICATION WILL NOT BE PROCESSED UNLESS 1) THE SIGNATURES OF BOTH SPOUSES AND ALL COMPANY PRINCIPALS ARE AFFIXED BELOW AND 2) AN INCOME STATEMENT FOR THE PAST 12 MONTHS, AS OF THE END OF THE CLOSE OF THE MOST RECENT QUARTER, IS ATTACHED. RETURN THIS CREDIT APPLICATION AND INCOME STATEMENT TO A TEAM MEMBER AT ANY OF OUR STORES.**

\_\_\_\_\_  
*Signature/Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature/Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature/Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature/Title*

\_\_\_\_\_  
*Date*

TO INDUCE VAN MARCKE TRADE SUPPLY ("VMTS") TO EXTEND CREDIT TO CUSTOMER FOR THE PURPOSE OF OBTAINING GOODS FROM VMTS, CUSTOMER PROVIDES INFORMATION SO VMTS SHALL RELY UPON THE SAME AS TRUE AND CORRECT.

**CREDIT AGREEMENT:** BY LAW, VMTS RESERVES THE RIGHT TO REFUSE OR DISCONTINUE EXTENSION OF CREDIT AT ANY TIME. CREDIT COULD BE EXTENDED BY VMTS, BASED ON THE INFORMATION PROVIDED ON THIS APPLICATION AND VMTS IS AUTHORIZED TO CHECK APPLICANT'S BACKGROUND. CUSTOMER AGREES THAT ALL FINANCIAL INFORMATION PROVIDED IS TRUE AND CORRECT, AND WILL PROVIDE SUCH DOCUMENTS, FROM TIME TO TIME, UPON REQUEST. CUSTOMER REPRESENTS TO VMTS THAT IT IS SOLVENT AND THE INCOME STATEMENT ATTACHED ACCURATELY REFLECTS THE PRESENT FINANCIAL CONDITION OF THE CUSTOMER AT THE DATE OF SIGNING. CUSTOMER AGREES TO PAY ANY AND ALL CHARGES, FEES, AND COSTS WHICH CUSTOMER INCURS ON THE ACCOUNT, UNLESS CUSTOMER NOTIFIES VMTS IN WRITING WITHIN FIVE (5) DAYS OF ANY UNAUTHORIZED USE OF CUSTOMER'S CREDIT. CUSTOMER AGREES THAT ANY OTHER PERSON WHO INCURS CHARGES ON THE CUSTOMER'S ACCOUNT IS AUTHORIZED TO DO SO. VMTS USES A PIN SYSTEM AS THE ONLY SIGNATURE FOR ANY AUTHORIZED BUYER ON THE ACCOUNT. IT IS THE CUSTOMER'S RESPONSIBILITY TO NOTIFY ITS VMTS ACCOUNT MANAGER OF ANY CHANGE TO THE LIST OF AUTHORIZED BUYERS. CUSTOMER AGREES TO NOTIFY VMTS, IN WRITING, OF ANY ERROR IN ANY INVOICE WITHIN 30 DAYS OF THE DATE OF THAT INVOICE, AND THE CUSTOMER WILL FORFEIT THE OPPORTUNITY TO DISPUTE THE CHARGE ON THE CREDIT ACCOUNT. THERE IS A 2% DISCOUNT IF PAYMENT BY CHECK IS PROCESSED ON OR BEFORE THE 10<sup>TH</sup> OF THE MONTH. CUSTOMER AGREES TO PAY INVOICES WITHIN 30 DAYS OF STATEMENT DATE. CUSTOMER AGREES TO PAY VMTS A \$25.00 SERVICE CHARGE FOR ANY DISHONORED CHECK RETURNED TO VMTS.

**PAST DUE ACCOUNT:** VMTS RESERVES THE RIGHT TO PLACE A DELINQUENT CUSTOMER ON A C.O.D. BASIS UNTIL ALL BALANCES ARE PAID IN FULL. ALL SUMS THAT ARE 31 OR MORE DAYS PAST DUE SHALL BEAR A FINANCE CHARGE AT THE RATE OF ONE AND ONE HALF (1.5%) PER MONTH, OR THE MAXIMUM ALLOWABLE UNDER THE APPLICABLE STATE LAW, OR \$1.00 PER MONTH MINIMUM (WHICHEVER IS GREATER). CUSTOMER AGREES THAT IF VMTS IS NOT PAID ON TIME IN ACCORDANCE WITH THE TERMS, CUSTOMER SHALL PAY FOR ALL COSTS OF THE COLLECTION PROCESS, INCLUDING, BUT NOT LIMITED TO, LEGAL EXPENSES, ATTORNEYS' FEES, AND ANY OTHER CHARGES INCURRED BY VMTS IN COLLECTION OF CUSTOMER'S DEBT WHICH CAN BE LEGALLY CHARGED TO THE CUSTOMER. VMTS MAY ADDRESS THE ISSUE OF NONPAYMENT AT THE CONTRACTOR'S LICENSING BOARD IN THE DESIGNATED JURISDICTION. ANY ACTION TO COLLECT PAST DUE BALANCES OR TO ENFORCE THE PERSONAL GUARANTEE SHALL BE AT THE SOLE OPTION OF VMTS FILED IN THE APPROPRIATE VENUE. APPLICANT WAIVES THE RIGHT TO LITIGATE IN ANY OTHER VENUE THAN THE ONE DESIGNATED BY VMTS. VMTS HAS THE RIGHT TO FILE A PRELIMINARY NOTICE AND/OR MECHANIC'S LIEN AGAINST ANY SITE TO WHICH LABOR OR MATERIALS HAVE BEEN SUPPLIED, BUT REMAIN UNPAID. NOTHING CONTAINED HEREIN SHALL BE CONSTRUED AS A WAIVER BY VMTS OF ANY LIEN, BOND, OR RIGHT WHICH IT MAY NOW HAVE OR HEREAFTER ACQUIRE.

**PERSONAL GUARANTEE:** IN CONSIDERATION OF THE EXTENSION OF CREDIT TO THE CUSTOMER BY VMTS AND AS AN INDUCEMENT TO VMTS TO CONTINUE TO EXTEND CREDIT TO SAID CUSTOMER, BY SIGNATURE OR SIGNATURES AFFIXED TO THIS FORM, INCLUDING ANY REPRESENTATIVE CAPACITY, EACH SIGNER JOINTLY AND SEVERALLY, UNCONDITIONALLY GUARANTEES THE PAYMENT OF ANY SUM OF MONEY INCLUDING ANY FINANCE CHARGES OR OTHER FEES AS ARE NOW, OR AT ANY TIME HEREAFTER, MAY BE OWED TO VMTS BY SAID CUSTOMER. CUSTOMER AGREES TO HOLD VMTS HARMLESS FROM ANY LOSS, DAMAGE, OR EXPENSES CAUSED BY OR ARISING OUT OF DEFAULT ON THE PART OF THE CUSTOMER. VMTS, ITS ASSIGNEES, OR SUCCESSORS IN INTEREST, MAY PROCEED AGAINST THE UNDERSIGNED WITHOUT BEING REQUIRED TO FIRST PROCEED AGAINST THE CUSTOMER AND MAY PROCEED AGAINST ANY ONE OF THE SIGNERS WITHOUT WAIVING ITS RIGHTS TO PROCEED AGAINST ANY ONE OF THE REMAINING GUARANTORS. THE CUSTOMER WAIVES NOTICE OF EXTENSION OF TIME OR MODIFICATION OF TERMS, SETTLEMENTS, RESOLUTIONS OF DISPUTES, MODIFICATION OF CREDIT LINE, DEFAULT, CHANGE IN LEGAL FORM OR OWNERSHIP OF CUSTOMER, OR ANY CHANGE WHATSOEVER IN THE BUSINESS RELATIONSHIP BETWEEN VMTS AND CUSTOMER. THIS IS AN ABSOLUTE AND CONTINUING GUARANTEE AND SHALL NOT BE REVOKED EXCEPT IN RETURN NOTICE TO VMTS NOT TO MAKE ANY FURTHER SALES ON THE SECURITY THEREOF THIS GUARANTEE AND UNTIL THE EXPIRATION OF FIVE (5) DAYS AFTER SUCH NOTICE SHALL HAVE BEEN RECEIVED BY VMTS BY REGISTERED MAIL OR VMTS ELECTS TO DISCONTINUE THE EXTENSION OF CREDIT. ANY SUCH REVOCATION SHALL BE EFFECTIVE ONLY WITH RESPECT TO MERCHANDISE SHIPPED OR DELIVERED AFTER THE EXPIRATION OF SAID FIVE-DAY PERIOD AND SHALL NOT AFFECT, IN ANY RESPECT, LIABILITY.

Visit [www.vmts.com](http://www.vmts.com) to find our locations and additional information.

**ARIZONA CORPORATE OFFICE/WAREHOUSE**  
813 E. University Dr (602) 258-7801 OFFICE  
Phoenix, AZ 85034 (602) 253-7070 FAX

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413 113<sup>th</sup> St (817) 200-4407 OFFICE  
Arlington, TX 76011 (882) 321-7950 FAX