



1456 N. Keowee St, Dayton, Ohio 45404

1-800-228-1325 | (937) 223-0811

Fax (937) 223-0812

Procedure for Processing New Credit Accounts

To avoid delays in opening and entering into our computer system, please verify you have the **completed** items **before sending to Diane, dianeb@2-Jsupply.com / AR@2-Jsupply.com**

- NEW** credit application *completely* filled out with **all questions & boxes answered**
- Credit references provided, including Fax or email address, & account number
- Bank reference provided
- Provide COPIES of EPA(CFC) Card
- Copy of Liability Insurance
- Copy of Drivers License
- If Business is Tax Exempt, Attached a *completed tax exempt* certificate
- Release Statement Signed
- Terms & Conditions Signed
- Personal Guarantee Signed

Credit applications with missing data and signatures will not be processed.

Application for credit in the Commonwealth of Kentucky



Fax or Mail Request to:
 Credit Manager, 2J Supply Co. Inc.
 1456 N. Keowee St., Dayton OH 45404-1103
Fax: (937) 223-0812
Phone: (800) 228-1325
Email: AR@2-jsupply.com

ONLINE ORDERING

Interested in an online 2J Supply account
 Sign up on our website: www.2jsupply.com
 and click 'Request Account'.

GENERAL INFORMATION Please answer all questions in full. All information acquired is confidential.

Company Name: _____

Mailing Address: _____

City, State Zip: _____ Phone: _____

If mailing address is a PO box, physical address of business required:

Street Address: _____ City: _____

State: _____ Zip: _____

Fax: _____ Cell: _____ Email for Invoices: _____

Secondary Email Address: _____ Date Business Established: _____

Federal ID #: _____ Social Security #: _____ Date of Birth: _____

Monthly Credit Amount Requested: _____

Corporation
 Partnership
 Proprietorship
 Limited Partnership
 Limited Liability Company

Tax Exempt:
 Yes
 No
 If yes, tax-exempt form must be attached

List of Curret Trade Licenses: _____

In order for accout to be processed, please include the below items requested:

Liability Insurance Attached
 CFC/EPA attached
 HVAC License Attached
 Drivers License Attached

If incorporated or LLC, what state? _____ Has personal &/or corporate bankruptcy ever been filed/ When? _____

Is your building leased or purchased?
 Leased
 Purchased
 Monthly amount of rent/mortgage: _____

Name (Owners/Officers)	Title	Residence Address	Home Phone #

References (HVAC Suppliers Preferred)			
Supplier Name	Address	Phone/Fax #	Account Type

Are purchase numbers or job names required?
 Yes
 No

Application for credit in the Commonwealth of Kentucky

BANK REFERENCES

Name of Bank: _____ Address/Branch: _____
City/State: _____ Bank Phone Number (with area code): _____
Checking Account Number: _____ Savings Account Number: _____
Bank Representative: _____

RELEASE STATEMENT

We do authorize release of any and all credit information regarding us personally or as a company to 2J Supply Inc.

**SIGNATURE
REQUIRED**

APPLICANT SIGNATURE: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

TERMS & CONDITIONS OF SALE:

TERMS OF PAYMENT: It is agreed all invoices shall be paid within the stated terms and any invoice not paid within said stated terms shall be considered past due and shall be charged 2.00% interest per month on the unpaid balance. In the event of any default in payment, Purchaser shall pay all attorney fees or collection costs equal to 25.00% of the remaining balance, which the parties agree is reasonable, whether or not litigation is initiated.

JURISDICTION AND VENUE: In the event of litigation, the parties agree that exclusive jurisdiction and venue shall lie with the Montgomery County Court of Common Pleas in Dayton, Ohio, where this contract between the parties has been accepted and where payments on the account are to be made.

PRINT NAME: _____ DATE: _____

**SIGNATURE
REQUIRED**

APPLICANT SIGNATURE: _____ DATE: _____

PRINT NAME: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

INDIVIDUAL AND PERSONAL GUARANTY

The undersigned Guarantor(s) requests that 2J Supply, Inc. extend credit to the above-referenced entity (the "Debtor") identified in the "Terms & Conditions of Sale" section. For good and valuable consideration, including consideration for extending such credit, the undersigned agrees as follows:

- A. The term "Obligation" includes all obligations of Debtor to 2J Supply, Inc. when incurred, regardless of the obligation, whether existing on the date of this Guaranty or arising hereafter.
- B. Guarantor hereby unconditionally and irrevocably guarantees payment of all Obligations of debt to 2J Supply, Inc. plus all interest, costs, attorneys' fees and other expenses in the collection of any Obligation guaranteed hereby or in the enforcement of this Guaranty, except that the maximum aggregate liability of the Guarantor under this Guaranty shall be limited to \$ _____, exclusive of interest, costs, attorneys' fees, and other expenses incurred in the collection or enforcement of this Guaranty.
- C. This Guaranty shall terminate on _____ or upon receipt of Guarantor's written notice of termination, except said termination shall not affect the liability of the Guarantor with respect to such Obligations incurred prior to such date or extensions or renewals of, interest accruing on, or fees, or expenses incurred with respect to such Obligations on or after such date.

**SIGNATURE
REQUIRED**

GUARANTOR SIGNATURE: _____

GUARANTOR SIGNATURE: _____

NAME AS ABOVE PRINTED: _____

NAME AS ABOVE PRINTED: _____

Home Address: _____

Home Address: _____

Home Phone #: _____

Home Phone #: _____

Social Security #: _____

Social Security #: _____