



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.

Credit Account Application for HVAC Contractors Only



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

Credit Account Application for HVAC Contractors Only

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

It is agreed that the buyer will pay all invoices in accordance with stated terms. Interest will be assessed on delinquent invoices at the rate of 2.00% per month (24.00% APR) together with any court costs, attorney's fees and costs of collection that 2J Supply, Inc. may incur in enforcing the terms of this agreement. Buyer hereby grants to 2J Supply, Inc. a continuing security interest in all buyer's rights, title and interest in and to the following property, in each case whether now owned or hereafter acquired and wherever located, and all products and proceeds therefrom: accounts; documents; inventory; instruments; equipment; goods; cash; and deposit accounts. The security interest hereby granted is given to secure the performance and payment when due of all past, present and future indebtedness, obligations and liabilities of buyer to 2J Supply, Inc. Buyer hereby expressly authorizes 2J Supply, Inc. to file financing statements and continuation statements to perfect its security interest. Buyer further agrees that any line of credit desired or approved is not a limitation of liability, and buyer expressly agrees that it will be responsible for valid charges in excess of a line of credit either desired or approve. In the event of litigation, the parties agree that 2J Supply, Inc. may, at its sole discretion, file suit in any of the following locations: (i) the Montgomery County Court of Common Pleas located in Dayton, Ohio; (ii) where this contract between the parties has been accepted and where payments on the account are to be made, or; (iii) in any other court where jurisdiction and venue are proper. Buyer waives any defense or argument to challenge subject matter or personal jurisdiction and venue, including without limitation any procedural rule or doctrine in law or equity. This agreement shall be governed by and construed in all respects by the laws of the State of Ohio.

PRINT NAME: _____ DATE: _____

**SIGNATURE
REQUIRED**

APPLICANT SIGNATURE: _____ DATE: _____

PRINT NAME: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

INDIVIDUAL AND PERSONAL GUARANTY

For good consideration, and as inducement for 2J Supply, Inc. to extend credit to _____
I, the undersigned, hereby absolutely and unconditionally PERSONALLY GUARANTEES the FULL and punctual payment of any and all obligations of the Company and I hereby bind myself to pay 2J Supply, Inc. on demand any sum, including all interest, costs of collection and reasonable attorney's fees, which are due or may become due to 2J Supply, Inc. This personal guaranty is an unconditional and continuing guaranty of payment, and not simply of collection, and the obligations of the undersigned shall be, at the election of 2J Supply, Inc., primary and not necessarily secondary. I further waive all notices and demands of any kind, including a demand of payment and notices of nonpayment or default in payment, presentment, protest and dishonor of any of the obligations by the Company and consent to any modification or renewal of the credit agreement hereby guaranteed. This guaranty shall be construed and enforced under the laws of the State of Ohio.

**SIGNATURE
REQUIRED**

PRINT NAME OF INDIVIDUAL: _____ DATE: _____

SIGNATURE OF INDIVIDUAL: _____ DATE: _____

PRINT NAME OF INDIVIDUAL: _____ DATE: _____

SIGNATURE OF INDIVIDUAL: _____ DATE: _____