



**Spicer and Sandburg, Inc. 1525 SE 29<sup>th</sup> St. Oklahoma City, Ok 73129**  
**[www.spicerandsandburg.com](http://www.spicerandsandburg.com) P: 405.619.7701 F: 405.619.7871**

**APPLICATION FORM**

COMPANY LEGAL NAME: \_\_\_\_\_ TRADE NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ TOLL-FREE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE BUSINESS ESTABLISHED: \_\_\_\_\_ DATE OF INCORPORATION: \_\_\_\_\_ STATE OF CORPORATION: \_\_\_\_\_

OWNERSHIP OF COMPANY:  CORPORATION  PARTNERSHIP  SOLE OWNERSHIP  CORP DIVISION OR SUBSIDIARY

NAME AND ADDRESS OF PARTENT COMPANY: (if applicable) \_\_\_\_\_

OFFICERS OF COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

\_\_\_\_\_ TITLE: \_\_\_\_\_

ACCTS PAYABLE CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOW WOULD YOU LIKE TO RECEIVE INVOICE:  MAILED  FAXED  EMAILED: \_\_\_\_\_

SALES TAX EXEMPT:  YES  NO SALES TAX EXEMPT #: \_\_\_\_\_ (EMAIL TO: AR@SPICERANDSANDBURG.COM)

**HOW DID YOU HEAR ABOUT US? PLEASE CHECK ONE OF THE FOLLOWING OPTIONS BELOW:**

INTERNET SEARCH  MANUFACTURER  REFERRAL  SPICER AND SANDBURG  OTHER

PURCHASE ORDER REQUIRED:  YES  NO FEDERAL TAX ID#: \_\_\_\_\_

**TRADE REFERENCES**

REF 1: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

REF 2: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

REF 3: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

REF 4: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

Customer Name/Account: \_\_\_\_\_

**BANK/TRADE REFERENCE AUTHORIZATION**

NAME OF BANK: \_\_\_\_\_ BUSINESS ACCOUNT NUMBER: \_\_\_\_\_

COMPLETE MAILING ADDRESS: \_\_\_\_\_

OFFICER: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

**By signing, I hereby authorize the above referenced bank or trade reference to release credit information to SPICER AND SANDBURG, INC. for use in credit investigation.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*\*\* Requires an authorized signature with your financial institution\*\*\*

I/We certify that the information contained herein is true and correct. I/We certify that we are authorized to act on behalf of the applicant. I/We acknowledge that this application is for credit and you are authorized to obtain such information as you deem necessary to determine whether or not you will issue credit and that such information will remain your property, whether or not credit is issued. I/We further agree that if credit is issued, it may be discontinued at any time with or without cause and that you will not be liable for any damages incurred, including, but not limited to, consequential damages resulting from discontinuing credit. I/We further agree to hold Spicer and Sandburg, Inc. harmless from the claims of any third parties alleged to have incurred damages as a result of your discontinuing credit.

**CHANGE OR MODIFICATION OF THESE TERMS AND CONDITIONS:** These terms and conditions cannot be changed or modified except in writing signed by the CFO or President of Spicer and Sandburg, Inc.

**FINANCE CHARGE:** I/We agree to pay invoices in accordance with the terms of sale as stated on the invoice(s). Terms are Net 30 unless otherwise noted on your invoice. A finance charge will be added to all delinquent and past due payments in the amount of the maximum allowed by law, not to exceed 1.5%, per month (18% per annum.)

**COSTS OF COLLECTION AND ATTORNEY FEES:** In the even collection procedures are necessary, I/We agree to pay all costs related to the collection of the account (i.e. lien filing fees; court costs, certified correspondence), including if required to be turned over to an attorney for collection, reasonable attorney fees.

**DELAYS:** Spicer and Sandburg, Inc. will not be responsible or liable for any consequential damages caused by delays in delivery under and circumstances, including but not limited to, any factor beyond our control, such as, fire, strikes, hurricanes, adverse weather, snow, ice, riots, shortages of material, transportation delays, mechanical breakdowns, delays by a vendor, or acts of war, ect.

**CANCELLATION OF ORDERS:** Orders for any value added services are non-cancelable. Orders for stock items that do not include value added services may be cancelled, however, cancelled orders may be subject to a cancellation fee. If any items have been prepared for shipping, such cancelled orders may be subject to a 25% restocking fee.

**CHOICE OF LAWS:** Irrespective of where and when this application is completed, the laws of the State of Oklahoma shall govern interpretation and performance of this agreement.

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**FOR SPICER AND SANDBURG, INC. USE ONLY:**

APPROVED CREDIT LIMIT: \_\_\_\_\_

CUSTOMER RECORD UPDATED: \_\_\_\_\_

SALES REP: \_\_\_\_\_

FILE UPDATED: \_\_\_\_\_

CUSTOMER TYPE: \_\_\_\_\_

NEXT REVIEW DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Customer Name/Account: \_\_\_\_\_