

New Customer Account Set Up Form

COMPANY NAME: _____

DATE BUSINESS STARTED/STATE _____ Credit Limit Requested: _____

PHYSICAL ADDRESS:

BILLING ADDRESS:

PHONE: _____
FED ID (FEIN) _____

FAX: _____
Dunn & Bradstreet # _____

Tax Exempt? Yes No
(If yes – return certificate with application)

A/P Contact: _____
Email: _____
Phone: _____

CREDIT / TRADE REFERENCES:

1) _____

Email _____
Phone _____

2) _____

Email _____
Phone _____

3) _____

Email _____
Phone _____

BANKING REFERENCE INFORMATION

Email _____
Phone _____

I agree to pay all invoices within the terms defined in Appendix A.

Signed: _____ Date: _____
President/ Owner



Appendix A: Credit & Term Agreement

Date: _____

I/We understand that any account opened with **Helix Company, Inc.** in our name will be subject to the following terms and conditions.

- 1) If the account is not paid in full within 30 days in which the invoice is due, applicant / purchaser agrees to pay interest at the rate of one and one-half percent (1 ½%) per month on the past due balance. There will be a 25% charge on materials returned for restocking.
- 2) Applicant / purchaser agrees to pay attorney's fees, collection fee, and court cost if it becomes necessary for **Helix Company** to retain the services of an attorney for collection or defense of any matter relating to or arising out of this agreement. Applicant / purchaser agree to pay all reasonable attorneys' fees, collection fees and other costs in any judicial proceeding.
- 3) Applicant / purchaser agrees that the place of contracting is at the main office of **Helix Company** and that all aspects of this contractual relationship shall be governed by the laws of the **Helix Company-State**. Applicant / purchaser further agrees that if it becomes necessary to resort to the courts to collect upon any amount due on this account, the suit can be brought in the City Court, **Helix Company-State** and by executing this contract do hereby submit themselves to the venue jurisdiction of these courts.
- 4) **Helix Company-State** reserves the right to terminate this credit account at any time and for any reason it deems sufficient. Applicant / purchaser have the right to terminate this contractual agreement upon the payment in full of all amounts due on the account, including invoices from the current month. The undersigned understands and agrees that the credit record of this applicant may be checked through any credit bureau, bank, person or business as is necessary to obtain a full credit report. Further, it is understood that the references named above may be contacted in this regard. This agreement shall constitute authority for any party contacted to release information relative to applicant's credit status.
- 5) Full sales tax will be charged unless we are supplied with applicable exemption certificate.

CREDIT CARD (VS / MC)

Billing Address _____ Name on Card _____
 _____ Card Number _____
 _____ Expiration Date _____ Security Code _____

Internal Approvals:

Finance Director: _____ President: _____

Regional President: _____ Helix Corp: _____



Personal Guarantee

Account Name: _____ Years in Business: _____

Phone #: _____ Fax #: _____

Mailing Address: _____

Physical Address: _____

E-Mail Address: _____

Owner's Name: _____ Owner's S.S. # _____

Owner's Home Address: _____

Driver's License #: _____ Phone #: _____ Cell #: _____

Personal Guarantee:

In order to secure full and prompt payment to **Helix Company** for material sold on open account to _____

(company name), I _____ (guarantor), hereby personally guarantee payment of the full balance due on the account at anytime the account shall become past due and guarantee the payment of all reasonable attorney's fees, collection fees and other costs in any judicial proceedings, relating to or arising out of this agreement. This agreement executed and effective _____ (date).

Signature: _____

Print Name: _____

