



Dear Customer:

Thank you for your interest in Wilco Supply for your rainware products. This packet contains information on your payment options for your orders with Wilco Supply. You may establish a credit account or pay by cash, check, debit, or credit card on delivery.

**Credit Account**

If you would like to establish credit with Wilco Supply, please complete the enclosed **Credit Application and Agreement**. Our credit terms are **Net 30 days**. The application may be returned to us by **mail, fax to 317-781-5463**, or **e-mail to [accounting@wilcosupply.net](mailto:accounting@wilcosupply.net)**. Once your completed application is received, we will review your information and make inquiries to your references. When all information has been received, we will contact you to let you know of your approved credit limit. It can take some time to receive this information, so it may be necessary to use another method of payment for your first order.

Also enclosed is a **Purchase Order Authorization** so you can inform us who is authorized to place orders on your account.

**Pay by debit or credit card on delivery**

We will need to have ID to verify the name and address of any debit or credit card used for payment.

We have the ability to keep your card number on file to simplify your future payments. The numbers are saved in a secure encrypted form. We ask that you call us prior to your first order to give us your card number, expiration date, verification code, and to verify the billing address of your card. Enclosed you will find a **Credit Card Payment & Purchase Order Authorization Form**. Please complete this form to give us authorization to use your card for all of your purchases. On this form you may also let us know the individuals that are authorized to make purchases for you.

If you do not wish to keep your card information on file, please give the information to us when you place your order. All deliveries will need to be paid before the material can be dropped.

**Pay by check on delivery**


We will only accept checks for payment after you have established a purchase history with us and upon approval of the credit department. We will need to have ID that verifies the name and address on the check.

You will be contacted the afternoon before your delivery to let you know your invoice total. All deliveries will need to be paid before the material can be dropped.

If you have any questions regarding these payment options, please feel free to contact us.

Thank you,

Brenda L. Herner  
Accounting Manager



P.O. Box 33549  
Indianapolis, IN 46203  
Tel 317.781.5464  
Fax 317.781.5469

[www.wilcosupply.net](http://www.wilcosupply.net)



CREDIT APPLICATION AND AGREEMENT

Date \_\_\_/\_\_\_/\_\_\_

Both pages of this application must be completed in full and signed by a corporate officer, partner, or owner. This credit application is being submitted by: (Please print)

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address \_\_\_\_\_ Month/Year Business Started \_\_\_\_\_

Type of Business \_\_\_\_\_ Tax I.D. Number \_\_\_\_\_

( ) Corporation Partnership ( ) Proprietorship ( ) Limited Partnership ( ) Other

I would prefer to receive my invoices and statements by: ( ) Mail ( ) Fax ( ) E-mail

Line of credit desired? \$ \_\_\_\_\_

Names of Owners, Partners, or Officers:

Table with 5 columns: Name, Title, Residence Address, Phone, Social Security #

Bank Reference:

Name of Bank \_\_\_\_\_ Phone \_\_\_\_\_

Branch Address \_\_\_\_\_ Fax \_\_\_\_\_

Loan Officer \_\_\_\_\_ Bank Credit Line \_\_\_\_\_ Secured? Yes \_\_\_ No \_\_\_

Personal Guaranty Yes \_\_\_ No \_\_\_ Explain \_\_\_\_\_

( ) Checking Account Number \_\_\_\_\_

( ) Savings Account Number \_\_\_\_\_

( ) Loan Account Number \_\_\_\_\_

Vendor References:

Table with 3 columns: Name, Address, Phone/Fax/E-mail

TERMS AND CONDITIONS

It is agreed that buyer will pay in full within 30 days from date of invoice. In the event such payment is not timely made, buyer agrees to pay on all delinquent invoices interest at the rate of 1.75% (21% APR) together with any court costs and attorney's fees of not less than 25% of the unpaid amount of principal, interest, and costs of collection the seller may incur in enforcing the terms of this agreement, all without relief from valuation and appraisal laws. If legal action becomes necessary by either seller or buyer, it is agreed that this or any contemporaneous or subsequent agreement shall be governed as to validity, interpretation, construction, effect, and in all other respects by the laws of the State of Indiana, and jurisdiction and preferred venue shall be in Indianapolis, Marion County, Indiana.

The buyer further grants to the seller a security interest in buyer's equipment, contract rights, inventories, receivables, and proceeds of sales as collateral to secure the buyer's performance of all obligations. The buyer further authorizes the seller to file a financing statement without buyer's signature.

The buyer agrees to notify Wilco in writing of any changes to your business or changes in authorized personnel.

The buyer authorizes Wilco to contact any consumer reporting agency, all banks, credit, and trade references listed herein at any time to verify your credit standing and, hereby authorize them to release said information to Wilco.

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Print Buyer's Name & Title Buyer's Signature

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Print Buyer's Name & Title Buyer's Signature

In consideration of your extending credit at my request to \_\_\_\_\_

(herein referred to as the "company") of which I am \_\_\_\_\_ (title), I hereby absolutely and unconditionally PERSONALLY GUARANTEE the full and punctual payment of any obligation of the company and I hereby bind myself to pay your on demand any sum, including all costs of collection and reasonable attorney's fees, which may become due to you by the company whenever the company shall fail to pay the same. It is understood that this guaranty shall be a continuing and irrevocable guaranty and indemnity for such indebtedness of the company, I do hereby waive acceptance of the guaranty, notice of demand, protest or default and consent to any modifications or renewal of the credit agreement hereby guaranteed. No delay on the part of the creditor in exercising any of creditor's options, powers, or rights shall constitute a waiver thereof. This guaranty shall ensure to the benefit of the creditor and its successors and assigns and shall be binding upon the successors and assigns trustees, executors, administrators, heirs, and beneficiaries of the undersigned. The undersigned agrees that in the event legal action becomes necessary, jurisdictions and preferred venue shall remain in Indianapolis, Marion County, Indiana.

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Guarantor Guarantor

\_\_\_\_\_ Social Security Number \_\_\_\_\_ Social Security Number

\_\_\_\_\_

ALL INFORMATION MAY BE VERIFIED

OFFICE USE ONLY

Line of credit approved \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## CREDIT CARD/PURCHASE ORDER AUTHORIZED USERS

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Company Fax Number: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Contact Title: \_\_\_\_\_

I, \_\_\_\_\_, state that I am over the age of eighteen, and am duly authorized on behalf of \_\_\_\_\_ (company name) to grant the following individuals authorization to present credit cards or purchase orders to Wilco for the purchase of materials on behalf of \_\_\_\_\_ (company name):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I agree to notify Wilco in writing at P.O. Box 33549, 1535 E. Naomi Street, Indianapolis, IN 46203, attn A/R department, of any changes to the above list of authorized individuals.

(Company Name) \_\_\_\_\_

Signed Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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## CREDIT CARD PAYMENT & PURCHASE ORDER AUTHORIZATION

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Phone Number: \_\_\_\_\_  
Company Fax Number: \_\_\_\_\_

Main Contact: \_\_\_\_\_  
Contact Title: \_\_\_\_\_

I, \_\_\_\_\_, state that I am over the age of eighteen, and am duly authorized on behalf of \_\_\_\_\_ (company name) to grant Wilco Supply, Inc. authorization to use the credit card on file for our company to pay for all of our purchases.

I, \_\_\_\_\_, state that I am over the age of eighteen, and am duly authorized on behalf of \_\_\_\_\_ (company name) to grant the following individuals authorization to present purchase orders to Wilco for the purchase of materials on behalf of \_\_\_\_\_ (company name):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I agree to notify Wilco in writing at P.O. Box 33549, 1535 E. Naomi Street, Indianapolis, IN 46203, Attn: A/R Department, of any changes to the above authorizations.

(Company Name) \_\_\_\_\_

Signed Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

