

Resourceful.....Reliable.



CORPORATE OFFICE:
4737 CENTER PARK BLVD.
SAN ANTONIO, TEXAS 78218
(210) 826-9800 • FAX 826-5900
Nationwide 1-800-725-9596

FOR OFFICE USE ONLY
Salesman No. _____
Type D. _____% _____
Route _____
Status Y/C/M _____

CREDIT INFORMATION UPDATE

Billing Address

Shipping Address

Name _____
Address _____
City, State, Zip _____
Phone (____) _____ Ext. _____
Person to Contact _____ Fax _____
Years In Business _____ Approx. Purchase Volume Per Month \$ _____

Name _____
Address _____
City, State, Zip _____
Phone (____) _____ Ext. _____
Person to Contact _____
Email _____

The following information must be provided. It will be held in strictest confidence.

OWNERSHIP

Partnership Individual Corporation Incorporated in the State of _____

Name of Principals	Complete Address	Phone #
1) _____	_____	(____) _____
2) _____	_____	(____) _____
3) _____	_____	(____) _____
4) _____	_____	(____) _____

FINANCE

Bank _____ Complete Address _____

Bank Officer _____ Phone No. (____) _____

Checking Savings Loan Acct. # _____

Commercial Account Personal Account

TRADE REFERENCES (Office Supply and Printing Companies are most helpful)

Name of Principals	Complete Address	Phone #
1) _____	_____	(____) _____
2) _____	_____	(____) _____
3) _____	_____	(____) _____
4) _____	_____	(____) _____

Tax Exempt customer must attach signed certificate.

Check here if cash sales are okay until credit is approved. Do you require purchase orders. Y / N _____

Our terms are Net 30 from Invoice date. This Invoice will accompany the order upon delivery. Any account with Invoices 45 days old will be place on hold until account has been brought up to date.

We certify that all information on this form is correct. We fully understand your credit terms and agree to the proper payment in consideration of extended credit.

Date _____ 20 _____ (Signed) _____
(Position) _____