

CREDIT APPLICATION		
Complete all sections of this form so we may evaluate your request for credit. <i>Incomplete applications cannot be processed</i>		
Company Name:		
Billing Address:	Phone:	
Shipping Address:	Website:	
Parent Company Name, Address, Phone, Etc. (If Applicable):		
AUTHORIZED BUYER		
Name:	Email:	Phone:
Title:	Location:	
A/P CONTACT (All invoices and statements are emailed)		
Name:	Email:	Phone:
MUST PROVIDE BANK INFORMATION AND THREE TRADE REFERENCES.		
Each must include: Complete address, Name of Principal Contact, Telephone & Email		
BANK:	Address:	
Contact:	Email:	Phone:
TRADE:	Address:	
Contact:	Email:	Phone:
TRADE:	Address:	
Contact:	Email:	Phone:
TRADE:	Address:	
Contact:	Email:	Phone:
TRADE:	Address:	
Contact:	Email:	Phone:
TRADE:	Address:	
Contact:	Email:	Phone:
Credit Line Requested:	(TERMS ARE NET 30, ON APPROVED CREDIT.)	
Print Name:	Signature:	Date:

FOR ALBION USE ONLY		
CA Source: Sales Rep [] Website [] Trade Show [] Other:		
Cust ID:	Customer Class:	CC:
Buying Group:	Sales Rep ID:	Credit Limit: \$
Accounting Approval:		Date:
Mgmt. Approval:		Date:

ACCOUNTANT CHECKLIST	
Three trade references received	
Company website is valid	
Company street address on web matches credit app?	
Buyer's & AP emails match company website domain (i.e. all are "albioneng.com")	
Received reply from AP contact email test	
Comments or Concerns:	

MANAGER CHECKLIST	
Accountant's Checklist is Complete	
Company & Buyer are known to me	
Products ordered are appropriate for customer	
Comments or Concerns:	