REOTEMP

Reotemp Instrument Corporation
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Credit Application

Complete sections 1 through 7, sign, and email this form to **receivables@reotemp.com**. You may send your company's own credit application instead. New direct accounts are set up together with your Reotemp sales contact, and some customers are best served through one of our authorized distributors; we'll confirm next steps once we review your application.

1. Business information

Legal business name

DBA / trade name, if different

Federal tax ID (EIN)

Year established

State of incorporation

Number of employees

Main phone

Website

Parent company, if any

Business structure: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole proprietor ☐ Other: _____

Your business is a: ☐ End user ☐ OEM ☐ Distributor / reseller ☐ Contractor / EPC ☐ Other: _____

Products you plan to buy from Reotemp, and what they're for

Your Reotemp sales contact

Estimated monthly purchases ($)

Requested credit limit ($)

Exempt from sales tax? ☐ Yes (attach your resale or exemption certificate) ☐ No

2. Addresses

Billing address

City

State / province

ZIP / postal code

Country

☐ Shipping address is the same as billing

Shipping address

City

State / province

ZIP / postal code

Country

3. Contacts and invoicing

	Name	Title	Email	Phone
Accounts payable				
Purchasing				
Owner / officer				
Owner / officer				

Email address for invoices

Supplier portal we should use, if any (Ariba, Coupa, etc.)

Do invoices need a PO number? ☐ Yes ☐ No

4. Bank reference

Bank name

Bank contact / relationship manager

Phone

Email

Account number

Branch address

5. Trade references

List three suppliers that sell to you on credit terms, ideally at a volume similar to what you expect to buy from Reotemp.

	Company	Contact name	Phone	Email
1.				
2.				
3.				

6. Business history

In the past seven years, has the company or any owner filed for bankruptcy? ☐ Yes ☐ No

Are there any outstanding judgments, tax liens or lawsuits against the company? ☐ Yes ☐ No

If you answered yes to either question, please explain

7. Terms and authorization

By signing, the applicant certifies that the information in this application is true and complete. The applicant authorizes Reotemp Instrument Corporation to contact the bank and trade references listed and to obtain business credit reports, both to evaluate this application and to review the account later. If credit is granted, the applicant agrees to pay each invoice according to the terms stated on it, and agrees that Reotemp may change or withdraw credit terms at any time. The applicant will notify Reotemp promptly of any change in ownership, legal name or business structure.

Authorized signature

Date

Printed name

Title

8. For Reotemp use only

Sales review: ☐ Approved for a direct account ☐ Refer to a distributor

Sales rep

Date

Credit limit approved ($)

Terms

Approved by

Date