



Applications must be approved before being set up in our system. Sales Team or other authorized person will give approval by email or verbally. ☑ Please write the date, branch you are applying to and the sales person's Name in the spaces provided. ☑ It is most important to MAIL in the "ORIGINAL" signed forms to complete the process. You may fax your application forms to the branch you are applying to. This will expedite the set up process of your account.

### **Account Set Up/ Credit Application and Agreement Forms**

#### **Credit Terms**

- ☑ Must complete all applicable information on this form
- ☑ Do not forget your Fed Tax ID (aka EIN#), Resale Certificate # (if applicable) and Principal's signature
- ☑ Must Complete Principal Stockholders portion in its entirety (Name, Title, SSN#, DL#, Phone #, and Year acquired)
- ☑ "Company Information Sheet" may be used for additional information and in place of only Bank and Trade References. Please provide other purchasing locations that will be under this account.

#### **COD**

- ☑ Cash, Credit Card, Cashier's Check, or Company Check ☑ You must complete "Bank Reference
- ☑ You must provide your Federal Tax ID (aka EIN#), Resale Certificate # (if applicable) and Principal's signature. Please note if there are any other purchasing locations that will be under this account.

#### **Resale Certificate**

If you are EXEMPT from taxes, all information on this form must be completed. Taxes will be charged if incomplete. Please attach a copy of your sales permit It is a requirement of Pietra Tile's to obtain the "Original" Signed Application forms, therefore please MAIL to:

**Pietra Tiles Ilc. Corporate Office**  
**1717 Junction Ave Ste A**  
**San Jose Ca, 95112**

This will complete the process; however, if your Original is not received by your 3rd order, the account will be de-activated.

Credit Terms will be established as soon as all your Reference responses are received and reviewed. A letter will be sent to you with your Account Info (There are a few exceptions).

We are very grateful for your cooperation. Should you have any questions, please feel free to contact Corporate Credit Dept at 408 444 3988.

Thank you,

Pietra Tile



Branch Location: \_\_\_\_\_ Sales Rep: \_\_\_\_\_ Date: \_\_\_\_\_

## Account Set Up/ Credit Application and Agreement

This application must be complete with all applicable information in a clear and readable hand written form or typed. To expedite account set up, please fax application to the Branch you are applying to. Applicant must MAIL Original signed forms to Pietra Tile Corporate address below to activate his/her account. This will \_\_\_\_\_ complete the process; Signature is also required for COD account.

**Applying for: Credit**  **Terms** Net \_\_\_\_\_ Credit Limit \$ \_\_\_\_\_ Must complete "Bank Reference and Trade references"  
 **C.O.D Use Company Check, Cashiers Check, Cash, or Credit Card** Must complete "Bank Referece"

**Corporate Name:** \_\_\_\_\_ **DBA:** \_\_\_\_\_

**Bill To:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
Street City /State Zip

**Ship To:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
Street City /State Zip

**Phone:** \_\_\_\_\_ **Other/Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fed Tax ID (EIN#):** \_\_\_\_\_ (SSN# is acceptable)

**Year Established:** \_\_\_\_\_ **Business Type:** \_\_\_\_\_ **Contractor Lic#** \_\_\_\_\_ (if applicable):

**Tax Status: Taxable** \_\_\_\_\_ **or Exempt** \_\_\_\_\_ **Resale #:** \_\_\_\_\_ (Must submit Resale Certificate Form)

**Former Business Name (if any):** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Principal Stockholders, Partners or Owners:**

(Name)	(Title and % owned)	(SSN#)	(DL#)	(Phone)	(Year acquired)
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

**Trade References:**

(Name)	(Account#)	(Phone)	(Fax)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Bank Reference:** Please submit Account# that will substantiate Credit Terms you are requesting

_____	_____	_____	_____
<small>(Bank)</small>	<small>(Branch/ City &amp; State)</small>	<small>(Account#)</small>	
_____	_____	_____	_____
<small>(Contact)</small>	<small>(Phone)</small>	<small>(Fax)</small>	

**Applicant's statement to authorize the release of Bank and Credit Information, Late Payment Fee and Guarantee:**

All information provided in this application is true and correct to the best of my knowledge. I am empowered to sign this application and do hereby authorize the Bank and Vendors to release any/all information both business and or personal for the purpose of obtaining credit.

**Late Charge/ Attorney Fees:** The undersigned agrees to pay a late charge of 1.5% per month or portion thereof (18% A.P.R.) for any undisputed invoice not paid when due. In the event collection action is taken to collect any indebtedness, I agree to pay all costs of collection, including reasonable Attorney's fees and court costs.

**Guaranty:** In order to obtain credit, the undersigned states that he/she owns an equity interest in the entity applying for credit herein and hereby individually, unconditionally and irrevocable guarantees payment of any and all indebtedness owing to the credit grantor, or its assignee(s).

\_\_\_\_\_  
Date Signature of Owner/ Officer/Partner Print Name of Owner/ Officer/Partner Title

**APPLICATIONS CANNOT BE CONSIDERED UNLESS THEY ARE SIGNED BY THE OWNER, PARTNER, OR A CORPORATE OFFICER.**



## RESALE CERTIFICATE

(Also please attach your Sales Permit)

**(1.) I HEREBY CERTIFY, that I hold valid seller’s permit no.**

\_\_\_\_\_  
Resale License Number

**(2.) I am engaged in the business of selling the following type of tangible personal property:**

\_\_\_\_\_  
Describe the property that you are in business to sell.

**(3.) Description of property that is being purchased for resale:**

\_\_\_\_\_  
Describe the property that is being purchased for retail from Pietra Tile

**(4.) I will resell the items on line 3 which I am purchasing under this resale certificate from**

**PIETRA TILE, LLC.**

\_\_\_\_\_  
Branch Address you are purchasing from

**in the form of tangible personal property (again listed on line 3.) during the regular course of my business operations. In the event of any such property is used for any purpose other than retention, demonstration, or display while holding it for sale in the regular course of my business operations, it is understood that I am required by States and Use Tax Law to report and pay tax, measured by the purchase price of such property.**

\_\_\_\_\_  
Name of Purchaser / Company

\_\_\_\_\_  
DBA (if any)

\_\_\_\_\_  
Address of Purchaser / Customer Address

\_\_\_\_\_  
Phone

**I also understand that a person misusing a resale certificate for personal gain or to evade the payment is liable for each purchase for the tax that would have been due, plus a penalty that is determined by each state.**

\_\_\_\_\_  
Signature of Owner/ Officer/Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner/ Officer/Partner

\_\_\_\_\_  
Title