

## CUSTOMER PROFILE & CREDIT APPLICATION

Please fill out completely and return to:

NICHOLS

Attn.: ACCOUNTING

P.O. Box 291

Muskegon MI 49443

Fax: 231-799-3551

Sales Team Member Name \_\_\_\_\_

To ensure accurate and efficient processing, please fill out this application completely.

- BUSINESS NAME \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Owner's Name \_\_\_\_\_ No. of Employees \_\_\_\_\_  
Business Email Address \_\_\_\_\_  
Contact Person in Purchasing \_\_\_\_\_

- Electronic Invoicing Information: E-mail: \_\_\_\_\_  
(choose one) Fax#: \_\_\_\_\_

- TYPE OF BUSINESS \_\_\_\_\_  
Nature of Business \_\_\_\_\_ # of years \_\_\_\_\_

- BANK REFERENCE \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Checking Account Number \_\_\_\_\_  
Bank Manager/ Loan Officer \_\_\_\_\_

- TAX STATUS (please check one): \_\_\_\_\_ Taxable \_\_\_\_\_ Tax Exempt

- ESTIMATED CHARGES PER MONTH (please check one):  
\$250 or less \_\_\_\_\_ \$250 - \$1000 \_\_\_\_\_ \$1000 - \$2500 \_\_\_\_\_ \$2500 or above \_\_\_\_\_

- PLEASE LIST THREE CREDIT REFERENCES OTHER THAN BANKS:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I the undersigned, hereby state the information listed on this application to be accurate to the best of my knowledge. I give my consent and authority to NICHOLS PAPER & SUPPLY CO. to investigate and verify the information provided.

All new accounts will be C.O.D. until credit is approved. If open account is granted **PAYMENT TERMS ARE NET 25 DAYS**.

If open account terms are granted, in the event of non-payment according to the terms stated above, I agree to pay a 1½% per month (18% per annum) interest charge up to the maximum amount allowable by law. If outside services are required to collect payment on account, I agree to pay all collection costs including but not limited to collection fees, court costs and attorney fees, up to the maximum allowable by law. I have read, understand, and agree to the above stated terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **“DOING BUSINESS WITH NICHOLS”**

### **Order Information**

#### ***To place an order:***

- **Call** Monday through Friday, 8:00 am to 5:00 pm. 231/799-2120 or 800/442-0213
- **Fax** orders 24 hours/day, 7 days/week. 231/799-3550
- **Mail** orders to: Nichols 1391 Judson Road Spring Lake, MI 49456
- **E-Mail** orders to: [orders@enichols.com](mailto:orders@enichols.com)
- **Online Ordering** with an assigned password, orders can be placed directly online. Visit our website: [www.enichols.com](http://www.enichols.com) our “e-business” center.

#### ***- Backorders***

Nichols “backorders” items that are not in stock at the time an order is placed. Shipment will occur at a later date, unless otherwise specified by customer.

#### ***- Minimum Order***

Nichols minimum order is \$50.00. Any order not meeting this minimum will be billed a \$7.50 “small order processing charge,” in addition to freight.

#### ***- Pricing***

All prices are subject to change without notice. Inquire at time of order for current pricing, or contact your Nichols Representative for written proposals.

#### ***- Returned Merchandise***

Merchandise may be returned to Nichols by contacting us and requesting a Return Authorization Number. Our drivers or a Nichols representative may pick up the product, unless specified otherwise. Restocking charge may apply, merchandise must be in saleable condition in original cartons and full cases.

### **Terms**

Our terms are Net 25 days for customers with approved credit. Unless an open account has been established, or the order has been pre-paid, all orders will be shipped C.O.D. cash or credit card. There will be a \$25.00 service charge for all returned checks and a 1.5% charge on past due invoices.

#### ***- Credit Cards***

Nichols accepts Visa, MasterCard, and American Express. If you desire, we can keep your card information on file so your orders are automatically paid as they are shipped.

#### ***- Custom***

Nichols may custom-stock products for customers. In this case, we require a signed contract, usage information, and a commitment to acquire excess inventory if usage changes or ends. These items will be ordered for you on a non-cancelable, non-returnable basis only. Unless an open account has been established, orders for custom products must be pre-paid.

#### ***- Special Orders***

Nichols can order an item for you that we do not stock. These items must be ordered in full cases and meet manufacturer’s minimum order quantities. Any returns are subject to a manufacturer’s restocking fee and freight. Unless an open account has been established, special orders must be pre-paid.

#### ***- Legal***

All orders shall be subject to Nichols standard terms and conditions as set forth on our website and as incorporated into our order acceptance.

### **Delivery Information**

#### ***- Freight***

Orders less than \$100.00, or outside of Nichols delivery area, are subject to a delivery charge. Nichols ships via UPS or other carrier, unless other specified. Hazardous chemicals charges may apply.

#### ***- Location***

Nichols delivers to general receiving locations, unless specified otherwise. If your facility requires delivery appointments, or has special delivery requirements, provide information to Nichols accordingly. Special charges may apply.

### **Product Information**

#### ***- Product Identification***

Nichols clearly labels all products, including data collection information, using Nichols part numbers. If other information is required, please inform us.

#### ***- Product Specification***

Nichols products meet general industry requirements for tolerances, case pack, and packaging. If special information, including drawings, samples, or custom tolerances are required, contact your Nichols Representative or the Nichols Quality Department.

#### ***- Product Solutions***

From time to time, Nichols or Nichols’ suppliers make part number, case pack, or other product-related changes. Nichols then creates product substitutions. Please inform us if your requirements are otherwise.