



CREDIT APPLICATION FORM

Rep Name: _____ Rep ID: _____

Company Name: _____

Principal/Officer: _____ Title: _____

Street Address: _____

City, State & Zip: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

Email for Statements, Invoices, Credits: _____

Email for Order Acknowledgements: _____

Email for Tracking Information: _____

Email for Website Log-in: _____

Buying Group or Affiliation: _____

Ship to Address: (If different than above)

Street Address: _____

City, State, Zip: _____

Person to contact for Accounts Payable: _____

Person to send catalogs to: _____

Type of Business: _____ Established: _____ Resale # _____

Bank Name: _____ Contact: _____ Phone: _____

Street Address: _____

City, State, Zip: _____



Terms of Sale: (Please check one)

Account Terms Desired: Net 30 Pro-forma/Pre-pay/Credit Card

Interim terms for orders until review is completed: Pro-Forma Hold Orders

Trade References, Please list at least 3 current: (Complete only if applying for terms)

Name: _____ City & State: _____

Phone: _____ Fax: _____ Account #: _____

Name: _____ City & State: _____

Phone: _____ Fax: _____ Account #: _____

Name: _____ City & State: _____

Phone: _____ Fax: _____ Account #: _____

***Authorizing Signature:** _____ Date: _____

Printed Name: _____ Title: _____



The following terms apply to all brands under the management of Elk Group International. Credit approval does not automatically allow purchase from all companies listed. Please see your representative or contact us to see about opening accounts with our additional companies.

1. New Accounts need to submit a credit application along with three trade references (if applying for terms), complete address, telephone number, and bank information.
2. Approved accounts may be granted terms of Net 30 day terms with payments due 30 days from the date of the invoice and periodic reviews from the credit department.
3. Regarding All Freight Allowed programs:
 - FFA (Free Freight Allowed)
 - Freight CapsIn order to take advantage of our freight program invoices must be paid within THE TERMS allowed for the invoice. If invoices are paid beyond the terms, customers are responsible for the entire freight charge listed on the invoices.
4. Unrated or denied accounts may be shipped on prepayment or COD basis.
5. All past due invoices can affect future shipments.
6. All past due invoices will incur a finance charge of 1% per month with a minimum charge of \$20/month.

A 3% PROCESSING FEE WILL BE APPLIED TO CREDIT CARD PAYMENTS FOR INVOICES.

Invoices from ELK Lighting should be paid to:

ELK Lighting
PO Box 72456
Cleveland, OH 44192

Completed form should be sent to:

ar@elkhome.com
fax: 570-504-8255

Submit all orders as follows:

Store orders: sales@elkhome.com
Ecommerce orders: elkorders@elkhome.com

For returns/credits & damages or short ships:

claims@elkhome.com

For replacements/parts & technical questions:

productsupport@elkhome.com