

ADDISON BUILDING MATERIALS

INDUSTRIAL & COMMERCIAL

• RENTAL
• TOOLS
• LUMBER
• PLUMBING
• HARDWARE
• JANITORIAL
• ELECTRICAL
• MASONRY
• PAINT

CHICAGO/LAND'S LARGEST INDUSTRIAL AND COMMERCIAL SUPPLY COMPLEX

3201 S. Busse Road
Elk Grove, IL 60005
Phone: 847-437-1205 Fax: 847-437-4183
Sales@addisonbuilding.com
www.addisonbuilding.com

COMMERCIAL ACCOUNT APPLICATION

Company Name: _____ Corporation
 DBA (if applicable): _____ Proprietorship
 Address: _____ Partnership
 Address: _____ Phone #: _____
 City, State, Zip: _____ Fax #: _____

Nature of Business: _____
 (Brief Description) _____

Date Business Started: _____ Number of Employees: _____ Purchase Order Required? Yes No

Purchasing Agent: _____ Email: _____ Okay to Email

Partners/Owners: _____ Position / Title _____ Partner /Owner Name _____

Authorized Account Users (Please use separate sheet if necessary)

NAME PRINTED	SIGNATURE	NAME PRINTED	SIGNATURE
NAME PRINTED	SIGNATURE	NAME PRINTED	SIGNATURE

Financial References

Institution	Location	Account Officer or Account #
Checking Account: _____	_____	_____

Business References (Minimum of 3 References)

Company Name _____ Address, City, State & Zip _____

1. _____
 Email: _____ Phone: _____ Fax: _____

2. _____
 Email: _____ Phone: _____ Fax: _____

3. _____
 Email: _____ Phone: _____ Fax: _____

Authorized Signature

The undersigned hereby certifies that they have read and received a copy of the Company Agreement (attached) and that the foregoing request and agreements (including, without limitation, the request for the account in the name of the Company for use by the specified individuals), and the agreements that Company will be liable for all credit advances as a result of the use, was the duly authorized act of, and is binding upon, the Company and that such requests and agreements shall remain in full force and effect until written notice of the amendment, rescission or termination thereof has been delivered to and received for by us.

By: _____ AUTHORIZED SIGNATURE _____ TITLE _____ DATE _____



CRT-61 Certificate of Resale

Step 1: Identify the seller

1 Name ADDISON BUILDING MATERIAL CO INC

2 Business address 3201 S. BUSSE ROAD

ARLINGTON HEIGHTS IL 60005
City State Zip

Step 2: Identify the purchaser

3 Name _____

4 Business address _____

City State Zip

5 Complete the information below. Check only one box.

- The purchaser is registered as a retailer with the Illinois Department of Revenue. _____
Account ID number
- The purchaser is registered as a reseller with the Illinois Department of Revenue. _____
Resale number
- The purchaser is authorized to do business out-of-state and will resell and deliver property only to purchasers located outside the state of Illinois. See Line 5 instructions.

Step 3: Describe the property

6 Describe the property that is being purchased for resale or list the invoice number and the date of purchase.

Step 4: Complete for blanket certificates

7 Complete the information below. Check only one box.

- I am the identified purchaser, and I certify that all of the purchases that I make from this seller are for resale.
- I am the identified purchaser, and I certify that the following percentage, _____ %, of all of the purchases that I make from this seller are for resale.

Step 5: Purchaser's signature

I certify that I am purchasing the property described in Step 3 from the stated seller for the purpose of resale.

Purchaser's signature Date

Note: It is the seller's responsibility to verify that the purchaser's Illinois account ID or Illinois resale number is valid and active. You can confirm this by visiting our web site at tax.illinois.gov and using the Verify a Registered Business tool.

General information

When is a Certificate of Resale required?

Generally, a Certificate of Resale is required for proof that no tax is due on any sale that is made tax-free as a sale for resale. The purchaser, at the seller's request, must provide the information that is needed to complete this certificate.

Who keeps the Certificate of Resale?

The seller must keep the certificate. We may request it as proof that no tax was due on the sale of the specified property.

Do not mail the certificate to us.

Can other forms be used?

Yes. You can use other forms or statements in place of this certificate but whatever you use as proof that a sale was made for resale must contain

- the seller's name and address;
- the purchaser's name and address;
- a description of the property being purchased;
- a statement that the property is being purchased for resale;
- the purchaser's signature and date of signing; and
- either an Illinois account ID number, an Illinois resale number, or a certification of resale to an out-of-state purchaser.

Note: A purchase order signed by the purchaser may be used as a Certificate of Resale if it contains all of the above required information.

When is a blanket certificate of resale used?

The purchaser may provide a blanket certificate of resale to any seller from whom all purchases made are sales for resale. A blanket certificate can also specify that a percentage of the purchases made from the identified seller will be for resale. In either instance, blanket certificates should be kept up-to-date. If a specified percentage changes, a new certificate should be provided. Otherwise, all certificates should be updated at least every three years.

Specific instructions

Step 1: Identify the seller

Lines 1 and 2 Write the seller's name and mailing address.

Step 2: Identify the purchaser

Lines 3 and 4 Write the purchaser's name and mailing address.

Line 5 Check the statement that applies to the purchaser's business, and provide any additional requested information.

Note: A statement by the purchaser that property will be sold for resale will not be accepted by the department without supporting evidence (e.g., proof of out-of-state registration).

Step 3: Describe the property

Line 6 On the lines provided, briefly describe the tangible personal property that was purchased for resale or list the invoice number and date of purchase.

Step 4: Complete for blanket certificates

Line 7 The purchaser must check the statement that applies, and provide any additional requested information.

Step 5: Purchaser's signature

The purchaser must sign and date the form.

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Established 1947

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COMPANY POLICIES REGARDING OPEN CHARGE ACCOUNTS

1. The following classes of items will receive a 10% discount: Hand Tools, Paints, Electrical Supplies, Janitorial and General Hardware.
2. The following classes of items are net. They receive no discount: Lumber Products, Drywall Products, Sewer Products, Masonry Supplies, Salt and Ice Melting Products and Power Tools.
3. Each individual invoice will be extended showing applicable discounts and taxes. The invoice total will always be net, there should be no further discounts taken.
4. A statement will be issued at the end of each month with copies of the original current invoices attached and added to any previous balance. An account is considered past due if not paid within 30 days of the statement date.
5. A finance charge of 1.5 % per month will be assessed on any amounts that are more than 30 days past the statement due date.
6. Any account that fails to pay within 60 days will relinquish its charging privileges and all amounts must be paid in full in order to re-instate the account.