

ADDISON BUILDING MATERIALS INDUSTRIAL & COMMERCIAL CHICAGOLAND'S LARGEST INDUSTRIAL AND COMMERCIAL SUPPLY COMPLEX	<ul style="list-style-type: none"> • RENTAL • TOOLS • LUMBER • PLUMBING • HARDWARE • JANITORIAL • ELECTRICAL • MASONRY • PAINT
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3201 S. Busse Road
 Arlington Heights, IL 60005
 Phone: (847) 437-1205 Fax: (847) 437-4183

COMMERCIAL ACCOUNT APPLICATION

(to apply for total credit limits less than 2,000)

Company Name: _____ Corporation
 DBA (if applicable): _____ Proprietorship
 Street Address: _____ SIC Code _____ Partnership

City, State, Zip: _____ Phone No. _____
 Location of Home Office: _____ Fax No. _____

Officers/Partners/ Owners	Position/Title	Name	Home Address

Financial References	Institution	Location & Phone #	Acct. Officer/Acct. Number Fax Number
Checking Account			
Loans			

Business References	Company Name & Acct. #	Address/City/State/Zip	Phone Number Fax Number
Minimum of 3 References Local, if possible	1. _____	_____	_____
	Acct. # _____		
	2. _____	_____	_____
	Acct. # _____		
	3. _____	_____	_____
	Acct. # _____		

Brief Description of Nature of Business: _____

Date Business Started: _____ Number of Employees _____ Purchase Order Required? YES NO

Printed name(s)/signatures of authorized user(s)

NAME PRINTED	SIGNATURE	NAME PRINTED	SIGNATURE
_____/_____	_____/_____	_____/_____	_____/_____
NAME PRINTED	SIGNATURE	NAME PRINTED	SIGNATURE
_____/_____	_____/_____	_____/_____	_____/_____

The undersigned hereby certifies that he has read and received a copy of the Company Account Agreement on the reverse side 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 individual(s) and the agreements that the Company will be liable for all credit advanced 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 INC2 Business address 3201 S BUSSE RDARLINGTON HTS 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. _____
Retailer 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 re-sell and deliver property only to purchasers located outside the state of Illinois. See Line 5 instructions.

Note: It is the seller's responsibility to verify that the purchaser's Illinois registration or Illinois resale number is valid and active.

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 registration 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.

CRT-61 (7-04/07)
1-18-07

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 _____

When is a blanket certificate of resale used?

The purchaser may provide a blanket certificate of resale in 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.



**ADDISON
BUILDING
MATERIALS**

INDUSTRIAL & COMMERCIAL

CHICAGO/LAND'S LARGEST INDUSTRIAL AND COMMERCIAL SUPPLY COMPLEX

TOOLS
LUMBER
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MASONRY
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Arlington Heights, IL 60005

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COMPANY POLICIES REGARDING OPEN CHARGE ACCOUNTS

1. We accept no charge sales less than \$3.00.
2. No sales discounts will be allowed on any invoice totaling less than \$5.00.
3. The following classes of items will receive a 10% discount: Hand and power tools, Paints, Electrical supplies, Janitorial and General Hardwares.
4. The following classes of items are net. They receive no discount: Lumber Products, Drywall Products, Sewer Products, Masonary supplies, Salt and Ice Melting Products.
5. 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.
6. A statement will be issued at the end of each month with the original current invoices attached and added to any previous balances. An account is considered past due if not paid within 30 days of the statement date.
7. A finance charge of 1-1/2% per month will be assessed on any amounts that are more than 30 days past the statement due date.
8. 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.

CHICAGO, ILL.

COMPANY ACCOUNT AGREEMENT

In this agreement, "We" or "Us" refers to the Addison Building Material Co., Inc. "You" refers to the Company or Individual whose name appears on the application for credit. By signing, using or consenting to use your account, you agree to the following terms and conditions:

1. We have established the initial credit limit indicated above for your account. We reserve the right at any time to change your credit limit. You agree not to use, or permit to use your account for any purchase which would cause the balance of your account to exceed your credit limit. You agree that you are responsible for all credit extended by us on your account, whether through use by you or anyone authorized by you. You agree to repay all such credit, finance charges, other charges and fees, as provided in this agreement.

2. We will send you a monthly statement that will show all invoices, adjustments, credits, payments and other transactions on your account during the most recent monthly billing period. Each monthly statement will show the total amount that you owe us at the end of the billing period as a result of invoices, finance charges, fees and other charges on your account. You agree to pay the new balance to us, on or before the "Due Date" shown on each monthly statement.

3. You agree to pay a finance charge at a periodic rate of 1 1/4% per month (an annual percentage rate of 18%) on that portion of the average daily balance of your account up to \$1,000, and at a periodic rate of 5/8 of 1% per month (an annual percentage rate of 10%) on that portion of the average daily balance of your account that exceeds \$1,000.

4. All payments we receive will be applied in the following order: (A) To finance charges previously billed, (B) To balances of invoices posted to your account prior to the current billing period, (C) To balances of invoices posted to your account during the current billing period, (D) To any other balances owing.

5. We may, without liability to you and without affecting your obligation to repay all amounts you owe us, cancel all credit available to you, close your account, demand immediate payment in full of your indebtedness to us.