



## SPECIALIZED BUILDING SYSTEMS

### NEW ACCOUNT APPLICATION

We want your business, but unfortunately banks & creditors will not release information without officer signatures, or account numbers. We do hope you understand, and look forward to doing business with you in the future.

Process to fill out our credit application:

- Complete your company information.

**Your company's credit reference sheet will not be accepted. Our forms must be filled out.**

#### **Bank References:**

- ALL the lines in the bank information sections must be completed. We must have the account number, direct fax, or email. Do not put a phone number, because we will not call. We must have the signature of an officer, or an authorized signer on the account.

#### **Four Supplier References:**

- ALL lines must be completed. Please include a direct fax number, or email. Do not put a phone number, because we will not call. Sub-Contractors will not be accepted as a reference.

\* You must accept our terms, and sign the bottom page of the New Account Application form. This is not an option, and nothing can be changed in this section. No application will be looked at, if this portion is not signed by an officer of the company.

If this information is not completed, and signed by an officer of the company, then your application will be denied.

*If you have any questions, please contact Grace @ 713-896-9140 or at [grace@sbs-frp.com](mailto:grace@sbs-frp.com).*



## SPECIALIZED BUILDING SYSTEMS

### NEW ACCOUNT APPLICATION

In order for Specialized Building Systems, LLC. to properly evaluate your firm for open account purchases, this credit worthiness must be completed and returned to us for review. Please allow 5-7 business days for processing. Please fill out the attached bank, and the four supplier forms.

**Your company's credit reference sheet will not be accepted. Our forms must be filled out.**

Firm Name: \_\_\_\_\_ Application Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Date Business Started/Incorporated: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_  
Is Your Business a: Corporation Partnership Proprietorship

Contact for Accounts Payable \_\_\_\_\_

Accounts Payable Phone Number: \_\_\_\_\_

Accounts Payable Email: \_\_\_\_\_

Open Lines of credit for all sales is given only after authorization by management. All invoices are payable in full, including applicable taxes and freight charges, 30 days from the date of issue.

All payments are to be made in U.S. Dollars directly to company offices, the company assigned lock-box, or its designated agent or bank.

It is hereby understood that if Specialized Building Systems, LLC. Finds it necessary to take legal action to recover all due indebtedness, all filings will be made in the courts of Harris County in the State of Texas.

It is further understood that all legal and/or collection expense incurred by Specialized Building Systems, LLC. will be totally collectible in addition to the full indebtedness plus accrued interest.

We understand and accept all the credit terms and conditions so set forth above and do hereby authorize Specialized Building Systems, LLC. to contact all credit references as listed in order to establish and/or confirm any credit worthiness.

**Signature must be provided to complete application.**

Terms Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please return via fax or email:  
**713-896-1310 or [grace@sbs-frp.com](mailto:grace@sbs-frp.com)**



## SPECIALIZED BUILDING SYSTEMS

### BANK REFERENCE

Name of Your Bank:

Date:

Attention:

Direct Fax or Email:(phone numbers are not accepted)

Your Account Number:

Your Company Name:

Your Address:

City, State, Zip Code:

Authorization is hereby given to Specialized Building Systems, LLC. to contact our bank as shown above in order to establish credit and banking history. (please be sure to provide an account number, and signature, in order for the application to be processed in a timely manner.)

Customer's Signature:

Title:

The above company is in the process of establishing credit with our company. They have listed you as their bank reference. Any information you are able to provide will be most appreciated, and will be held in confidence.

#### **To be completed by a bank representative.**

Date Account Opened:

Average Balance:

Recent N.S.F.'s:

Comments:

Please return via fax or email:  
**713-896-1310 or [grace@sbs-frp.com](mailto:grace@sbs-frp.com)**



## SPECIALIZED BUILDING SYSTEMS

### SUPPLIER REFERENCE

Name of Your Supplier:

Date:

(Open account supplier with activity in the past 6 months. Sub-Contractors will not be accepted.)

Attention:

Direct Fax or Email:(phone numbers are not accepted)

The company below is in the process of establishing credit with our company. You have have been listed as a reference. Any information you are able to provide will be most appreciated, and will be held in confidence.

Your Company Name:

Account Number, if required:

Your Address:

City, State, Zip Code:

#### **To be completed by your supplier.**

Date Account Opened:

High Credit:

Current Balances:

Terms:

Payment History:

Date of Last Sale:

Comments:

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