

Dear Prospective Business Partner:

We are excited at the opportunity to do business together. Please take a few moments to apply for an account with HM Cragg by following the steps below.

- Please fill out the attached “HM CRAGG MANUAL APPLICATION”. Once completed email to Accounts.Receivable@Hmcragg.com .
- Please have the appropriate party submit a copy of your multi-jurisdictional certificate or any resale certificates you may hold.
<https://www.mtc.gov/Resources/Uniform-Sales-Use-Tax-Exemption-Certificate>
<https://www.streamlinedsalestax.org/Shared-Pages/exemptions>
- Send any sales tax exemption certificates to Accounts.Receivable@Hmcragg.com .
Effective Jan 1st, 2023 HM Cragg will require tax exemption certificates at, or before the time of order and will not credit taxes back after product and services have been invoiced.
- When our credit team has finished processing your application, your Sales Manager will advise you of your new account information.
- Terms and Conditions referenced in the credit application above are located here: <https://www.hmcragg.com/resources/terms-and-credit/>
- Please sign terms and conditions and email to Accounts.Receivable@Hmcragg.com .
- Some key items of note in the Terms and Conditions link are:
 - Payment terms are Net 30 for buyers with approved credit
 - Returned Merchandise Authorization (RMA) policy, which includes an RMA Pre-Authorization request link, contact information, information on restocking fees, and RMA terms and conditions.
 - Shipping terms and conditions including deadlines, expedite fees, carrier claim forms and additional services.
 - Transparency on possible surcharges for such transaction costs as payment by credit card or wire transfers, or late fees on past due accounts.



APPLICATION FOR CREDIT

NAME AND ADDRESS			
COMPANY NAME:		DUN AND BRADSTREET NUMBER:	
STREET ADDRESS:			
CITY:		STATE:	
ZIP CODE:		PHONE NUMBER:	
ACCOUNTING CONTACT INFORMATION			
NAME:		PHONE:	
EMAIL:		FAX:	
EMAIL ADDRESS FOR INVOICING:			
BANK INFORMATION			
BANK NAME:	BANK ADDRESS:		
ACCOUNT TYPE:	ACCOUNT NUMBER:		
TRADE REFERENCES			
NAME:	NAME:	NAME:	
ADDRESS:	ADDRESS:	ADDRESS:	
PHONE #:	PHONE #:	PHONE #:	
FAX #:	FAX #:	FAX #:	
EMAIL:	EMAIL:	EMAIL:	
ACCT #:	ACCT #:	ACCT #:	
WILL YOUR PURCHASE BE TAX EXEMPT? Y <input type="checkbox"/> N <input type="checkbox"/> (IF SO, PLEASE PROVIDE EXEMPTION CERTIFICATE)			

SIGNATURE:		DATE:	
TITLE:			