

# Worth Higgins & Associates, Inc.

## BILLING INSTRUCTIONS AND APPLICATION FOR CHARGE ACCOUNT

Firm Name \_\_\_\_\_ Fed ID # \_\_\_\_\_

Firm Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ A/P Phone No. \_\_\_\_\_

Invoices to be sent to \_\_\_\_\_  
NAME ADDRESS EMAIL (OPTIONAL)

A/P Contact \_\_\_\_\_  
NAME ADDRESS EMAIL

PO Required:  Yes  No    Credit Card Payment:  Yes  No    ACH Payment:  Yes  No

Other billing instructions \_\_\_\_\_

Credit limit requested: \_\_\_\_\_ Annual Sales \_\_\_\_\_

No credit requested—will pay via credit card/check     Visa     MasterCard     Amex

Name on card \_\_\_\_\_ Card # \_\_\_\_\_ Expiration \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Nature of Business \_\_\_\_\_ How long in business \_\_\_\_\_

Corporation     Partnership     Proprietorship    Dun & Brad. Rating \_\_\_\_\_

Names and Titles of Principals of Business (if Sole Trader, List Spouse)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

Name and Address of Bank

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ OFFICER TO CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Trade References

ACCOUNT NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

We must insist on prompt payment of all invoices. The net amount is due 30 days from invoice date. A 1 1/2% service charge is applied to all invoices that are not paid by the end of the month following the month of purchase. In addition, cost and reasonable attorney's fees for collection may be charged.

I agree to the terms and conditions described on the Worth Higgins & Associates, Inc. website and estimate form.

Taxable (currently only in VA, DC, TN)

Tax Exempt-VA (Please furnish exemption certificate for all states:)

Title \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Your signature is required

AD-CAF17-8/12 (Susan Higgins)

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\*\*\* Credit approval takes time. Rush jobs/quick turns may require adjusted terms. \*\*\*