

Acct #  
(Office Use Only)

# L. E. KLEIN CO., INC.

## CREDIT APPLICATION

Sales #  
(Office Use Only)

DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY, STATE, & ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

SHIP TO ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

CITY, STATE, & ZIP \_\_\_\_\_

Type of Business:    Corporation    Partnership    Individual    Yrs. In Business \_\_\_\_\_

Tax Exemption Certificate Attached?    Yes    No    Lic# \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Do you want to be on email newsletter/sales list?    Yes    No

### ALL REFERENCES MUST HAVE COMPLETE NAME & CONTACT INFORMATION WITH FAX #'s / EMAIL

(1) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City, State & Zip \_\_\_\_\_ Email \_\_\_\_\_

(2) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City, State & Zip \_\_\_\_\_ Email \_\_\_\_\_

(3) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City, State & Zip \_\_\_\_\_ Email \_\_\_\_\_

Bank Reference:    Name \_\_\_\_\_ Phone \_\_\_\_\_  
                         Address \_\_\_\_\_ Fax \_\_\_\_\_  
                         City, State & Zip \_\_\_\_\_ Email \_\_\_\_\_  
                         Account Number \_\_\_\_\_ Bank Officer \_\_\_\_\_

Initial Purchase \$ \_\_\_\_\_ Est. Monthly Purchase \$ \_\_\_\_\_ Est. Yearly Purchase \$ \_\_\_\_\_

The undersigned agrees to pay promptly when due all invoices representing purchases on credit to this application, including applicable service charges, if any. All accounts are payable at seller's office in Dallas County, TX and shall be made to L. E. Klein Co., Inc., Carrollton, TX 75006. Default in payment shall entitle L. E. Klein Co. to recover its collection costs, reasonable attorney's fees, interest and disbursements or, at its option, to recover the merchandise without liability of any kind. A security interest is retained by L. E. Klein in all materials sold pursuant hereto, and is hereby granted the undersigned, or any of them. L. E. Klein Co., Inc. is expressly granted all the rights and remedies available to a secured party contained in the Texas Business and Commerce Code. The undersigned hereby authorizes you to investigate its credit record and report to proper persons and bureaus its performance of this agreement. Each guarantor unconditionally agrees to be jointly, severally and primarily liable for the payment of the aforesaid invoices and costs. In order to determine credit worthiness, I authorize all trade and bank references listed above to release credit history to L.E. Klein Co., Inc.

\_\_\_\_\_  
Printed name of Owner or Corporate Officer

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

**P.O. BOX 112850 \* CARROLLTON, TX 75011-2850**

**1020 HAYDEN DR \* CARROLLTON, TX 75006**

**1-800-251-0073**

**972-820-8811**

**FAX 972-820-8899**

**1-866-LEKLEIN**

**lek.co@leklein.com**

**www.leklein.com**



## L. E. Klein Co., Inc TERMS OF SALE

800.251.0073 | 972.820.8811 | Fax 866-LEKLEIN | [orders@leklein.com](mailto:orders@leklein.com)

TERMS OF SALE	MINIMUM ORDERS
To qualify for our standard terms of NET 30 Days, a credit application must be submitted to L. E. Klein Company for approval. Alternately, we also accept credit card orders, COD orders, and prepaid orders. Any other terms must be arranged through our credit office.	A minimum order of \$25 is required. Any order totaling less than \$25 will be subject to a \$10 handling fee.
CANCELLATIONS	PICK UP ORDERS
Cancellations for a full refund may only be made prior to an order being shipped. If an order is cancelled after shipping, all freight charges for the original shipment plus its return will be charged to the Dealer's account.	It is the responsibility of the Dealer to inspect all items before accepting / signing for any pick-up order. Once the merchandise has been signed for, no credits will be issued for damaged or missing items.
RETURN POLICY	SPECIAL HANDLING
Any request to return merchandise must be approved by L. E. Klein Company and may be allowed or disallowed at our sole discretion. Dealer must contact our Returns Department to request a Return Goods Authorization Number (RGA). NO CREDIT FOR RETURNED MERCHANDISE WILL BE GIVEN UNLESS AUTHORIZED BY US IN ADVANCE. Proof of purchase from L. E. Klein, Co. must accompany all returns. All returned merchandise must be shipped freight pre-paid and within 10 days of receiving authorization. No Special Orders, Non-Stock, Sale, or Closeout Items will be allowed for return credit. All returned goods must be in original packaging, unopened, and in new, re-sellable condition. If returned merchandise is received in our warehouse damaged due to improper packaging or freight damage, no credit will be given. Acceptance of returns is at our discretion. All returns accepted for refunds will be issued as a credit on Dealer's account to be used against future purchases only; no cash or check refunds will be issued. Merchandise invoiced more than 12 months prior will not be accepted for return credit.	If special handling of an order is requested, all extra charges incurred will be at the buyer's expense.
	DAMAGED SHIPMENTS
	We thoroughly inspect all items prior to shipping. To protect your interests, we strongly recommend you also thoroughly inspect your order before accepting delivery. If your package is noticeably damaged upon receipt, refuse the order and call us immediately. If your package has concealed damage, you must report it to the freight carrier immediately upon discovery. L. E. Klein Company is not responsible for merchandise with concealed damage or any other damage once the order has been signed for.
	RETURNED CHECKS
	All returned checks are subject to a \$40 return check fee. If more than one check is returned by a Dealer, account will be restricted to Certified Check, Money Order, or Cash Only basis.

**L. E. Klein Company, Inc.**

1020 Hayden Drive #140 Carrollton, TX 75006

**[leklein.com](http://leklein.com)**

