

# B. L. WILCOX & ASSOCIATES

• Architectural Specialties Since 1906 •

P.O. Box 829  
Whittier, CA 90608-0829

(562) 693-2787  
Fax (562) 693-5843  
License Number 168685

To whom it may concern, please follow the instructions on this page.

Thank you for your interest in opening credit terms with B.L. Wilcox & Associates. The following credit application must be completed and returned for processing.

Please note that a minimum of four (4) references must be submitted to begin processing your application. We require three (3) clean credit references in order to open an account. This process can be time-consuming as it is dependent on listed references replying to our request for information. To help expedite this process we strongly recommend you proceed with the following before submitting your application.

1. Confirm that the contact information provided is accurate and up to date. *Make sure the listed reference is authorized and willing to provide credit reports. Note that sales personal often cannot provide credit references and may disregard these requests.*
2. Please provide trade references or material suppliers only. The following will not be accepted as credit references: Rental equipment firms, oil, office supply, insurance companies and online credit reference firms.
3. Inform your references that we will be reaching out to them by fax and/or email and that you authorize them to provide us with a credit report.
4. Complete all sections of the application form. Incomplete applications will be rejected and returned.

Generally, we will attempt to contact your references within 3-business days. We will make no more than two attempts to contact each references. If we do not receive a response for any or all of you references your application may be placed on hold without notice. It will be the applying parties' responsibility to follow up with B.L. Wilcox regarding the progress of the application process.

Credit terms are offered at the sole discretion of B.L. Wilcox & Associates. Payment terms, discounts and other details will be provided on the terms letter. Once credit terms are agreed to all transactions will be subject to those terms. Furthermore, credit card payments will not be accepted by organizations with open credit terms.

If you have any questions regarding this form, the information we collect or general information about doing Business with B.L. Wilcox & Associates please contact Susan (Sue) Nicholson at (562) 693-2787 or email [Sue@blwilcox.com](mailto:Sue@blwilcox.com).

Completed applications can be returned to Sue Nicholson, [Sue@blwilcox.com](mailto:Sue@blwilcox.com) or by Fax at (562) 693-5843.

Sincerely,

The B.L. Wilcox Team

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**The following references will not be accepted.**

- White Cap - HD Supply
- Dixieline (Probuild) & McMaster-Carr
- Home Depot
- Orco Construction Supply
- Rental Equipment Firms
- Oil Supply
- Office Supply
- Insurance Companies
- NO e-Commerce ratings firms.

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## CREDIT APPLICATION ACCEPTED ON THIS FORM ONLY – NO ATTACHMENTS

**Firm Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Physical Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Business Organization:**      **Corporation:** \_\_\_\_\_ **Partnership:** \_\_\_\_\_ **Sole Proprietorship:** \_\_\_\_\_  
**Officers/Principals:**

\_\_\_\_\_  
**Name**                      **Title**                      **Address**

\_\_\_\_\_  
**Name**                      **Title**                      **Address**

\_\_\_\_\_  
**Name**                      **Title**                      **Address**

**Principal Line of Business:** \_\_\_\_\_ **Years in Business:** \_\_\_\_\_

### TRADE REFERENCES – COMPANIES YOU PURCHASE MATERIALS FROM:

**Name (Contact) and Fax numbers or email addresses please. App cannot be processed with phone numbers.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**If resale, check here** \_\_\_\_\_ **& provide copy of resale certificate**

**This credit application prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_