



SHAFFER, TROXELL & HOWE Inc.
Your Solutions Partner Since 1973

For Internal Use Only

Reference # _____

CREDIT APPLICATION

STH Terms: Parts & Service: Net Due Upon Receipt
 New Equipment: Net 30 Days

If you are tax exempt in Maryland, Virginia or D.C., please provide tax-exempt certificates

Accounts over 30 days old will be charged a service charge of 2% per month. Any additional collection expense and any legal fees incurred in the collection process will be charged to the account and due upon receipt of invoice. Invoices that extend beyond terms will be subject to credit card payment or check payment over the phone.

NOTE: If equipment start-up is required before Net 30 Day terms, full payment is required two days prior to the scheduled start-up.

STH Salesperson: _____
To be completed by company filling out credit application

These Terms accepted by:
 Signature _____
 Title _____

Company Name: _____

Billing Address: _____

City: _____ State: _____ ZIP: _____

Phone #: _____ Company Fax #: _____

Type of Business: _____

Name of Company President or Owner: _____

D-U-N-S #: _____ Federal Tax ID #: _____

Accounting Contact: _____ Phone #: _____

Accounting Contact Email: _____

Email Address to Send Invoices: _____

If no email address to send invoices – Accounting Fax #: _____

Please email Application to: accounting@sthinc.com or fax to 301-682-3391