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| Microsoft Business Planner |
| Go to Article :Extending Credit: OverviewCredit ApplicationThis sample language can be used as a guide when creating a credit application for your business. This credit application is a quick way to ensure if someone is creditworthy or not. Customize this as necessary to meet your company’s needs.**Note**: When you save this template as a document, note the document's file name and location. To edit the document next time, you must open it using Word. Every time you open this template from Microsoft Business Planner, a new document is created.© Fred S. Steingold 1997, *Legal Guide for Starting & Running a Small Business, Volume 1,* published by Nolo Press, Inc. |
| Company Name and Logo**Credit Application** |
| Company nameDBA (if different) Contact person OwnerAddress  |
| Phone Type of business  | Fax Email  |
| Date business established Amount of credit requested $Are you a: |
| * CORPORATION
 | Fed ID Number |
| * PARTNERSHIP
 |
| * SOLE PROPRIETORSHIP
 |
| * GOVERNMENT
 |
| Are your sales tax exempt? | * Yes
 | * No Tax Exempt #
 |
| Have you ever had credit with us before? | * Yes
 | * No
 |
| If yes, under what name? |
|  |
| Purchase order required? | * Yes
 | * No
 |

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| TRADE REFERENCES |
| Reference #1 | NameAddressPhoneNameAddressPhoneNameAddressPhone |
|  |
|  |
| Reference #2 |
|  |
|  |
| Reference #3 |
|  |
|  |
| BANK REFERENCES |
| Bank | Account #PhoneContact personName of bankAddress |
|  |
| Authorized signature: |
| Printed name: |
| Title: Date: |