



105 Appalachian Drive
Beckley, WV 25801
Phone:(304)254-8143
Toll Free:(877)544-9333
Fax (304)254-8146

10769 Riverside Drive
Oakwood, VA 24631
Phone:(276)498-1669
Toll Free:(877)244-9339
Fax:(276)498-7259

6 B Crooked Street
Buckhannon, WV 26201
Phone:(304)473-0693
Toll Free:(866)944-9339
Fax:(304)473-0696

1015 Bluefield Ave
Bluefield, WV 24701
Phone:(304)800-4548
Toll Free:(888)544-9339
Fax:(304)325-2229

**Instructions for Credit Application Process
& Company Credit Policy**

- Submitting an application does not guarantee credit approval. We reserve the right to refuse credit to any applicant who does not prove credit worthy. If application has been accepted, the customer is mailed a welcome letter. This letter should be looked over very carefully to verify correct information.
- No orders for new customers will be entered until a credit application is completed and returned to Cole Truck Parts, Inc. The credit approval process typically takes between three to five business days to complete.
- Any orders needing immediate shipment will require payment by C.O.D. (cash on delivery) or credit card until the credit application has been processed, approved, and a credit limit has been set on the account.
- Your credit limit is the maximum amount you can charge to your account. Your credit limit is initially determined during the application approval process, and is based on our review of your credit history. We will provide you the highest credit limit for which you qualify until you have established an outstanding credit history with Cole Truck Parts, Inc. A request for credit limit increase will then be considered if needed.
- Please include a minimum of four trade references. Trade references will be contacted by phone or fax, so please be sure to include phone numbers if possible.
- If you do not pay tax, please include a copy of your tax exemption certificate, resale certificate, or direct pay permit with your credit application.
- **Our Payment Terms are Net 10th following the month of purchase.** A service charge of 1 1/2% per month will be added to your outstanding balance each time you fail to remit payment within the invoice terms. Service charges must be remitted along with any outstanding balances in order for your account to be considered current. If your account becomes 60 days from the invoice date, your account is considered severely past due and is placed on a C.O.D. (cash on delivery) status.
- Personal checks or money orders should be made payable to Cole Truck Parts, Inc. You can also make a payment by any major credit / debit card.
- Cole Truck Parts, Inc. reserves the right to revoke credit to accounts and withhold shipments when any invoice on your account becomes past due, when any shipment has been refused or returned without authorization, when customer issues non-sufficient fund checks, when the credit limit has been exceeded on account, or when customer demonstrates credit unworthiness.
- Please mail or fax your completed application to the credit department at the address or number listed below.

Thank you in advance for your cooperation!

Credit Department
Cole Truck Parts, Inc.

P.O. BOX 1298
Bluefield, WV 24701

Phone: 304-325-2223
Fax: 304-325-2229



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ACCOUNT# _____

COMPANY NAME _____

OWNER _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

COMPANY FEIN _____

INDIVIDUAL SS# _____

TAXABLE.....Y N

(IF NO, PLEASE PROVIDE TAX EXEMPTION FORM)

PURCHASE ORDER NECESSARY.....Y N

FOR OFFICE USE ONLY

DATE: _____

SALESMAN: _____

LIMIT: _____

TYPE: _____

BRANCH: _____

TRADE REFERENCES (credit cards, secured loans, and banks are not acceptable)

1.)NAME _____

ADDRESS _____

PHONE _____

2.)NAME _____

ADDRESS _____

PHONE _____

3.)NAME _____

ADDRESS _____

PHONE _____

4.)NAME _____

ADDRESS _____

PHONE _____

I certify that the above information is complete and accurate. I authorize an investigation of my credit and employment history and the release of any information about my credit experience with Lenders. I fully understand your credit terms and agree to the proper payment in consideration of extended credit.

Applicant Signature _____ Date _____

PAYMENT TERMS ARE NET 10TH