



602 Industrial Road
Waverly, Iowa 50677
Ph: 319.352.1934/Fax 319.352.6482
Toll-Free 800.553.1788 Email: info@kayandl.com

Account Application

Bill To: _____	Ship To: _____
Address _____ _____	Address _____ _____
City _____	City _____
State _____ Zip _____	State _____ Zip _____
Phone No: _____	Phone No: _____
Fax No: _____	Fax No: _____
Email: _____	

Key Personnel

Owner/Mgr/Pres: _____	Accounts Payable: _____
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Name and Home Address of Owners

Name: _____	Name: _____
Address _____ _____	Address _____ _____
City _____	City _____
State _____ Zip _____	State _____ Zip _____
Phone No: _____	Phone No: _____

Business information required for Federal Tax Purposes (please circle one)

Type of business: Retail Store Yes No _____	Home Operation: Yes No _____
Incorporated: Yes No _____	_____
Starting Date at Present Location: _____	Year Established: _____

Bank References

Bank: _____ Branch: _____

Address _____ Acct #: _____

City _____ Phone Number: _____

State _____ Zip _____

Bank Contact _____

We accept Visa, MasterCard, and Discover

THE FOLLOWING TERMS AND CONDITIONS OF SALE MUST BE READ, AND SIGNED BY AN AUTHORIZED ACCOUNT REPRESENTATIVE!!

AGREEMENT: APPLICANT AGREES THAT EXTENSION OF CREDIT TO SELLER SHALL BE SUBJECT TO AND IN CONSIDERATION OF THE FOLLOWING TERMS AND CONDITIONS.

1. OUR NORMAL TERMS FOR OPEN ACCOUNTS ARE 1% TEN DAYS, NET 30 DAYS, 1 ½% INTEREST PER MONTH CHARGED ON PAST DUE AMOUNTS. NO DISCOUNTS WILL BE ALLOWED ON PAST DUE INVOICES. PAYMENTS OF ALL AMOUNTS DUE, AS EVIDENCED BY THE ACCOUNT, SHALL BE MADE NOT LATER THAN THE DUE DATE AS INDICATION ON EACH INVOICE UNDER THE "TERMS".
2. NO RETURNS SHALL BE MADE WITHOUT THE AUTHORIZATION OF KAY & L DRAPERIES, INC.
3. NSF CHECKS WILL CAUSE AN ACCOUNT TO BE PLACED ON IMMEDIATE COD (CASH ONLY BASIS).
4. NSF CHECKS WILL INCUR A \$40.00 PROCESSING CHARGE FOR EACH OCCURRENCE.
5. IN THE EVENT OF A SHORTAGE OR DISPUTE, CUSTOMER MUST NOTIFY KAY & L DRAPERIES, INC. WITHIN 15 DAYS OF RECEIPT OF MERCHANDISE, SPECIFYING THE INVOICE NUMBER, NATURE OF THE DISPUTE AND AMOUNT UNDER DISPUTE.
6. SHOULD IT BE NECESSARY TO ASSIGN THE ACCOUNT BALANCE TO A LICENSED COLLECTION AGENCY OR ATTORNEY FOR LEGAL ACTION, ALL SUBSEQUENT COLLECTION CHARGES AND LEGAL FEES SHALL BE PAID BY THE APPLICANT. WE, THE APPLICANT, WAIVE OUR PRIVILEGE OF BEING SUED IN THE COUNTY OF OUR RESIDENCE AND AGREE THAT THE CONTRACT IS ENTERED INTO AND THE WORK WILL BE PERFORMED IN WAVERLY, BREMER COUNTY, IOWA AND SUIT MAY BE BROUGHT IN BREMER COUNTY, IOWA.
7. WE AGREE TO IMMEDIATELY NOTIFY KAY & L DRAPERIES, INC. OF ANY CHANGE IN OWNERSHIP, FORM OF SAID BUSINESS OR ADDRESS.
8. I UNDERSTAND THAT THE SAMPLES WHICH I RECEIVE ARE FOR MY USE AS A SALES TOOL AND REMAIN THE PROPERTY OF KAY & L DRAPERIES, INC.
9. WHEN A CUSTOM ORDER IS PLACED, I UNDERSTAND THAT IT MAY NOT BE CANCELED ONCE THE ORDER HAS REACHED THE CUTTING PROCESS.
10. KAY & L DRAPERIES OFFERS A FULL LINE OF SAMPLE BOOKS TO USE AS A TOOL IN YOUR BUSINESS; HOWEVER, YOU WILL BE RESPONSIBLE FOR ANY AND ALL FREIGHT CHARGES ACCRUED BY GETTING THE SAMPLE BOOKS TO YOUR ESTABLISHMENT. THESE BOOKS ARE THE PROPERTY OF KAY & L DRAPERIES INC. AND IF AT ANY TIME YOU DO NOT WISH TO HAVE OR RECEIVE ANY MORE SAMPLE BOOKS THEY NEED TO BE RETURNED.

PRINT FULL NAME AS SHOWN ON SOCIAL SECURITY CARD OR FEDERAL ID NUMBER _____

Federal ID# _____ or SSN: _____

Sales Tax #: _____

I CERTIFY THAT ALL OF THE INFORMATION GIVEN IS CORRECT AND THAT I HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS.

AUTHORIZED SIGNATURE: _____ Title: _____

Print Name: _____

You're Company Name: _____

REFERENCES

Company: _____ Acct# _____

Address _____ Phone# _____

City _____ State _____

Zip _____

Company: _____ Acct# _____

Address _____ Phone# _____

City _____ State _____

Zip _____

Company: _____ Acct# _____

Address _____ Phone# _____

City _____ State _____

Zip _____

Company: _____ Acct# _____

Address _____ Phone# _____

City _____ State _____

Zip _____

Send back to Kay & L Draperies with account application

IN ORDER TO BETTER SERVE YOU PLEASE FILL OUT THIS SHORT QUESTIONNAIRE

Kay & L Draperies offers a full line of sample books to use as a tool in your business. The books are free for you to use, however, you will be responsible for any and all freight charges incurred by getting the sample books to your establishment. These books are the property of Kay & L Draperies, and if at any time you do not wish to have or receive any Kay & L sample books they need to be returned at your cost.

COMPANY NAME _____

PHONE NUMBER _____

EMAIL ADDRESS _____

FAX NUMBER _____

CONTACT _____

PLEASE CHECK THE FOLLOWING THAT APPLY:

FULL LINE OF SAMPLE BOOKS: YES NO _____

NO BOOKS: _____

IF YOU ARE INTERESTED IN ONLY A LIMITED LINE OF FABRIC SAMPLE BOOKS PLEASE INDICATE WHAT TYPE YOU WOULD LIKE: _____

WOULD YOU LIKE TO RECEIVE THE FOLLOWING?

INVOICES BY POSTAL SERVICE (MAIL)? YES / NO

INVOICES BY EMAIL? YES / NO

INVOICES BY FAX? YES / NO

PLEASE RETURN ALL FORMS TO KAY & L DRAPERIES, INC.

FAX: 319-352-6482

EMAIL: info@kayandl.com

Mail: Kay & L Draperies, Inc., 602 Industrial Road, Waverly, Iowa 50677

We Accept: VISA, MASTERCARD AND DISCOVER.

Thank You!