



# STEEL SERVICES, INC.

Ashland  
11058 Leadbetter Road  
Ashland, VA 23005  
Phone: 800-289-7972  
Fax: 804-798-42097

Roanoke  
5025 Starkey Road  
Roanoke, VA 24018  
P.O. Box 20488  
Roanoke, VA 24018  
Phone: 800-678-9616  
Fax: 540-774-1584

Norfolk  
2300 Ingleside Road  
Norfolk, VA 23513  
Phone: 800-365-7766  
Fax: 757-857-7709

Executive Office  
9800 Mayland Drive  
Richmond, VA 23233  
[www.steel-services.com](http://www.steel-services.com)

Eastern Shore  
835 Boundary St.  
Salisbury, MD 21801  
P.O. Box 2715  
Salisbury, MD 21802  
Phone: 800-731-7032  
Fax: 410-334-3895

SSI-Office Use Only

(Credit limit)

(Date Opened)

(Account Number)

(Code)

## CREDIT APPLICATION AND GUARANTY OF PAYMENT

Date: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ FED. ID# / SSN: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ TAX EXEMPT: **YES** **NO** (SEND CERTIFICATE)

DATE COMPANY FOUNDED: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CREDIT LINE DESIRED: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

Is your firm a: CORPORATION PARTNERSHIP PROPRIETORSHIP S-CORPORATION

If a Subsidiary or Division, Name of Parent Company: \_\_\_\_\_

Location of Parent Company: \_\_\_\_\_ SIC CODE: \_\_\_\_\_

REGISTERED AGENT: \_\_\_\_\_ REGISTERED OFFICE: \_\_\_\_\_

### PRINCIPALS / PARTNERS INFORMATION

NAME	TITLE	HOME ADDRESS	TELEPHONE	SSN
			( )	
			( )	
			( )	

### BANK(S) -REFERENCES / FINANCIAL INFORMATION

BANK NAME	ADDRESS	TELEPHONE	CONTACT OFFICER
1.		( )	
ACCOUNT NUMBER:		Account active since:	
2.		( )	
ACCOUNT NUMBER:		Account active since:	

### BONDING COMPANY

NAME	ADDRESS	TELEPHONE
		( )

### SUPPLIER REFERENCES (Include Steel Suppliers)

NAME	ADDRESS	TELEPHONE	FAX NUMBER:
1.		( )	( )
2.		( )	( )
3.		( )	( )
4.		( )	( )

### CREDIT TERMS

Invoices are mailed daily and are due 30 days from the day shown on the invoice. Our normal terms are 1/2 of 1% in 10 days, net in 30 days.

There are no finance charges added on extensions of credit if paid within one month from the invoice date. The finance charge will be computed at 1.5% per month on the adjusted balance. The adjusted balance is all charges in excess of 30 days old after all payments and credits have been deducted.

Any dispute or legal action under this Agreement shall be governed by the laws of the Commonwealth of Virginia. Any suit brought under this Agreement, by any party, shall be in the appropriate state or Federal Court having jurisdiction in the city or county of the office location of Steel Services, Inc. with which you conducted business.

Customer agrees to abide by these credit terms and agrees to pay all costs of collection, including reasonable attorney's fees if the services of an attorney are used to effect collection.

Customer agrees that a fax, electronic or scanned copy of this agreement or any document between the parties will be effective as an original.

Agreed to by: \_\_\_\_\_

(Signature and Title of authorized company representative)

SEE ADDITIONAL PAGE FOR TERMS, GUARANTIES AND OTHER CONDITIONS WHICH ARE PART OF THIS AGREEMENT.

**ADDITIONAL TERMS, GUARANTIES AND OTHER CONDITIONS WHICH ARE A PART OF THIS AGREEMENT.**

1. In order to induce Steel Services, Inc. to extend the privilege of credit to the Applicant and in consideration thereof, the Applicant warrants that the information given in this Application is correct and acknowledges that the information is material to the granting of credit. The Applicant agrees to advise Steel Services, Inc. in writing of any material change in any information set forth herein or furnished herewith. It is understood that Steel Services, Inc. has no obligation to sell any goods to Applicant or to extend credit to Applicant.
2. The terms and conditions contained herein are continuing in nature and shall remain in effect for as long as Applicant is indebted to or seeks credit from Steel Services, Inc.
3. If Applicant is not a corporation and subsequent to making this Application incorporates his business, with or without knowledge of Steel Services, Inc. Applicant agrees to be jointly and individually liable to Steel Services, Inc. for any indebtedness incurred by or transferred to such corporation.
4. If Applicant is a corporation or partnership, the persons signing this application on behalf of the Applicant warrants that he is duly authorized to do so and agrees to be personally jointly and individually liable with the corporate or partnership Applicant for any indebtedness owing by the Applicant to Steel Services, Inc.
5. In the event that Applicant's account becomes delinquent by the terms of any invoice, then Steel Services, Inc. may at its option, declare the entire unpaid balance immediately due and payable. If Steel Services, Inc. engages the services of an attorney to collect this account, then subject to applicable law, Applicant and any person jointly or individually liable with Applicant, agrees to pay reasonable attorney fees, court costs, together with interest from due date to final payment.
6. Applicant further and irrevocably grants to Steel Services, Inc. the unrestricted right to check all credit references listed and any other institutions that extend credit to the Applicant both now and in the future to determine Applicant's credit worthiness and standing with them, and said institutions are expressly authorized to divulge any information it may have to Steel Services, Inc. regarding its credit and account relationship with the Applicant.
7. The undersigned individual(s) hereby waive(s) notice of acceptance of the guaranty, right of offset, demand for payment and notice of default or non-payment. The obligation of the Applicant to Steel Services, Inc. may be increased, modified, or released without relieving the undersigned of liability hereunder which shall remain absolute and unconditional except by a notice in writing sent to Steel Services, Inc. by certified mail. The undersigned guarantors shall remain liable to Steel Services, Inc. on account of any outstanding unpaid balance owed as of the date of such notice, and for all checks returned for any reason and/or any payment on any debt of the applicant that is ordered to be returned by any court or agreement of the parties thereto for any reason.

This agreement shall be construed as an absolute and unconditional guaranty of payment and every obligation or liability of the Applicant by you, herein described, shall conclusively be presumed to have been created, contracted or incurred in reliance upon this guaranty. All parties signing this agreement, in any capacity, are jointly and individually liable with all other parties of this agreement.

**SHOULD A CREDIT AVAILABILITY BE GRANTED BY STEEL SERVICES, INCORPORATED ALL DECISIONS WITH RESPECT TO THE EXTENSION OR CONTINUATION SHALL BE IN THE SOLE DISCRETION OF STEEL SERVICES, INCORPORATED. STEEL SERVICES, INCORPORATED MAY TERMINATE ANY CREDIT AVAILABILITY WITHIN ITS SOLE DISCRETION. SHOULD CREDIT AVAILABILITY BE INCREASED AT APPLICANT'S REQUEST VERBALLY OR IN ANY OTHER MANNER BEYOND WHAT IS STATED ON THE APPLICATION, THE APPLICANT AND ALL GUARANTORS AGREE TO BE BOUND TO PAY THE SAME AS IF SAID INCREASED AMOUNT WAS ARRANGED AND AGREED TO IN THIS APPLICATION. A FASCIMILE OR MACHINE COPY OF THIS APPLICATION AND GUARANTY SHALL BE AS BINDING ON THE PRINCIPAL AND PERSONAL GUARANTOR(S) AS THE ORIGINAL.**

\_\_\_\_\_  
(NAME OF COMPANY)

\_\_\_\_\_  
Print name / \_\_\_\_\_  
Signature (PERSONAL GUARANTOR)

\_\_\_\_\_  
(SOCIAL SECURITY NUMBER)

\_\_\_\_\_  
(HOME ADDRESS)

\_\_\_\_\_  
Print name / \_\_\_\_\_  
Signature  
(SPOUSE OR PARTNER PERSONAL GUARANTOR)

\_\_\_\_\_  
(SOCIAL SECURITY NUMBER & HOME ADDRESS)

**DATE:** \_\_\_\_\_