

**CREDIT APPLICATION AND AGREEMENT  
PLEASE PRINT**

**ACADIAN MILLWORK & SUPPLY CO., INC.**  
13233 RONALD REAGAN HWY  
COVINGTON, LA 70433  
PHONE: (985) 892-4000 OR (800) 349-9663  
FAX: (985) 892-4010

TODAY'S DATE: \_\_\_\_\_  
**SALESMEN:** \_\_\_\_\_

LEGAL BUSINESS/ INDIVIDUAL NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ DATE BUSINESS STARTED: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PLEASE CHECK ONE:  INDIVIDUAL  SOLE PROPRIETORSHIP  PARTNERSHIP  CORPORATION  LLC

BUSINESS \_\_\_\_\_ INDIVIDUAL/PARTNERSHIP \_\_\_\_\_  
FEDERAL TAX NUMBER: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

ACCOUNTING CONTACT'S NAME: \_\_\_\_\_  
ACCOUNTING CONTACT'S EMAIL ADDRESS: \_\_\_\_\_

**FULL NAMES OF OWNERS (OR OFFICERS OF CORP) (LIST HOME ADDRESSES FOR INDIVIDUAL/PARTNERSHIP)**

NAME: _____	NAME: _____
ADDRESS _____	ADDRESS _____
CITY, STATE, & ZIP _____	CITY, STATE, & ZIP _____
PHONE _____ SSN _____	PHONE _____ SSN _____

**TRADE REFERENCES**

<b>Company Name:</b> _____	<b>Company Name:</b> _____
<b>Email address:</b> _____	<b>Email address:</b> _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
Acct: _____	Acct: _____

<b>Company Name:</b> _____	<b>Company Name:</b> _____
<b>Email Address:</b> _____	<b>Email Address:</b> _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
Acct: _____	Acct: _____

**BANK REFERENCES**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

OFFICER TO CONTACT: \_\_\_\_\_ ACCT #: \_\_\_\_\_

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

CREDIT APPLICATION CONTINUES ON NEXT PAGE

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TODAY'S DATE: \_\_\_\_\_

LEGAL BUSINESS/ INDIVIDUAL NAME: \_\_\_\_\_

THE FOLLOWING INFORMATION IS FOR THE PURPOSE OF OBTAINING COMMERCIAL CREDIT AND IS WARRANTED TO BE TRUE. I/WE HEREBY AUTHORIZE ACADIAN MILLWORK & SUPPLY CO. TO INVESTIGATE ALL REFERENCES AND CUSTOMARY CREDIT INFORMATION SOURCES INCLUDING CONSUMER CREDIT REPORTING REPOSITORIES REGARDING MY/OUR CREDIT AND FINANCIAL RESPONSIBILITY FOR THE PURPOSE OF OBTAINING CREDIT AND FOR PERIODIC REVIEW FOR THE PURPOSE OF MAINTAINING THE CREDIT RELATIONSHIP.

IT IS AGREED THAT ALL INVOICES WILL BE PAID IN ACCORDANCE WITH OUR STATED TERMS OF NET 30 DAYS FROM DATE OF INVOICE. NO OTHER TERMS, INCLUDING THOSE ON AN APPLICANT'S PURCHASE ORDER, WHICH ARE DIFFERENTMAY ADD TO, MODIFY, SUPERSEDE OR OTHERWISE ALTER THE TERMS (EVEN IF SIGNED), UNLESS SUCH TERMS ARE SIGNED BY AN OFFICER (PRESIDENT OR VICE PRESIDENT) OF THE SELLER. ALL OTHER TERMS ARE HEREBY REJECTED. A SERVICE CHARGE WILL BE ASSESSED AT THE RATE OF 1 ½% PER MONTH (18% PER ANNUM) OR THE HIGHEST LEGAL RATE; WHICH EVER IS LESS MAY BE ASSESSED ON DELINQUENT INVOICES. A FUEL SURCHARGE WILL BE ASSESSED AT THE RATE OF 1 ½% PER INVOICE AND IS SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE. STATEMENTS ARE RENDERED AS OF THE END OF EACH MONTH. C.O.D. RESTRICTIONS OR A HOLD ON SHIPMENTS MAY BE PLACED ON ANY PAST DUE ACCOUNT.

IN THE EVENT OF DEFAULT, AND IF THE ACCOUNT IS TURNED OVER TO AN AGENCY AND/OR ATTORNEY FOR COLLECTION, THE UNDERSIGNED AGREES TO PAY ALL REASONABLE ATTORNEY FEES AND/OR COSTS OF COLLECTION WHETHER OR NOT SUIT IS FILED. I HEREBY AGREE THAT SHOULD IT BECOME NECESSARY TO PLACE THIS ACCOUNT FOR COLLECTION, THAT I HEREBY AGREE TO OBLIGATE MY COMPANY AND MYSELF PERSONALLY TO PAY THE ENTIRE AMOUNT DUE, INCLUDING SERVICE CHARGES, INTEREST FROM DUE DATE, THIRTY PER CENT (30%) COLLECTION AND/OR ATTORNEY FEES, AND ALL COSTS OF COLLECTION, INCLUDING COURT COSTS. I ALSO CERTIFY THAT I HAVE READ AND AGREE WITH THE CONDITIONS OF SALE ON THE REVERSE SIDE HEREOF. I, AS REPRESENTATIVE OF THE ABOVE COMPANY, GIVE PERMISSION TO VARYIFY THE REFERENCES GIVEN ABOVE.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

INDIVIDUAL GUARANTEE SIGNATURE: \_\_\_\_\_



13233 RONALD REAGAN HWY (HWY 190W)  
COVINGTON, LA 70433  
PHONE: 985-892-4000 FAX: 985-892-4010  
WATTS LINE: 800-349-9663

DATE: \_\_\_\_\_ INDIVIDUAL/COMPANY NAME: \_\_\_\_\_

**INDIVIDUAL/SOLE PROPRIETORSHIP:**

THE UNDERSIGNED INDIVIDUAL WHO IS EITHER A PRINCIPAL OF THE CREDIT APPLICANT OR A SOLE PROPRIETORSHIP OF THE CREDIT APPLICANT, RECOGNIZING THAT HIS OR HER INDIVIDUAL CREDIT HISTORY MAY BE A FACTOR IN THE EVALUATION OF THE CREDIT HISTORY OF THE APPLICANT, HEREBY CONSENTS TO AND AUTHORIZES THE USE OF A CONSUMER CREDIT REPORT ON THE UNDERSIGNED BY THE ABOVE NAMED BUSINESS CREDIT GRANTOR, FROM TIME TO TIME AS MAY BE NEEDED, IN THE CREDIT EVALUATION PROCESS.

SIGNED: \_\_\_\_\_

**FOR PERSONAL GUARANTOR FOR COMPANY/CORPORATION:**

THE UNDERSIGNED PERSONAL GUARANTOR, RECOGNIZING THAT HIS OR HER INDIVIDUAL CREDIT HISTORY MAY BE A NECESSARY FACTOR IN THE EVALUATION OF THIS PERSONAL GUARANTEE, HEREBY CONSENTS TO AND AUTHORIZES THE USE OF A CONSUMER CREDIT REPORT ON THE UNDERSIGNED, BY THE ABOVE NAMED BUSINESS CREDIT GRANTOR, FROM TIME TO TIME AS MAY BE NEEDED, AS THE CREDIT EVALUATION PROCESS.

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

**TERMS AND CONDITIONS OF SALE**  
**DELIVERY**

Acadian will make every effort to deliver quoted merchandise at the time requested. However, no delivery delay will be honored to support a charge back or claim for damage.

**RETURN OF MERCHANDISE**

Merchandise returned to our plant will not be accepted unless prior approval is given in advance. When approved, credit for such return will be issued on the basis of the price the goods were originally invoices, less the actual cost of reconditioning and handling back into stock as determined by us. Such handling charges will be no less than 20% of the invoiced price of the goods. No materials, which have been painted, stained, cut or otherwise altered from its original form, will be considered for return. Items, which have been ordered especially for a particular customer, **cannot** be returned for credit.

**DEFECTIVE MERCHANDISE LIABILITY**

Should any merchandise we supply prove defective in workmanship or material, it is encumbered upon the customer to notify us before installation stating the circumstances involved. We stand ready to make adjustment for defects if the fault lies with us for supplying said material. Our liability does not exceed the prices charged by us for the material in question. We will at our option either (1) repair or (2) replace as originally shipped or (3) refund the price received. We shall not be liable for anticipated profits for special, indirect, or consequential damages.

All stile and rail doors distributed by Acadian Millwork & Supply Co., are manufactured by a member of the Fir and Hemlock Door association and meet or exceed the minimum quality standard promulgated by the U.S. Department of Commerce in Commercial Standard Cs 73-61 and subsequent revisions. The doors are guaranteed by manufacturer for one year from date of shipment to be of good material and workmanship and to be free of defects that would render them unserviceable or unfit form the ordinary purposes for which each door is recommended, provided the following instructions are compiled with:

**STORAGE AND HANDLING**

1. Prior to finishing, insure that the building atmosphere is dried to a normal, interior relative humidity. Insure that the doors have been allowed to equalize to a stable moisture content.
2. Prior to finishing, remove all handling marks, raised grain and other undesirable blemishes by completely block sanding all surfaces with a 100 to 150 fine grit abrasive.
3. Certain species of wood, particularly oak, contain chemicals, which react unfavorable with certain finishes causing dark stain spots. Where possible, the spices/finish combination should be tested prior to finishing the doors. Notify your finish supplier or door supplier immediately if any undesirable reaction is noticed. Do not continue with the finishing until the problem is resolved.
4. Immediately after hanging, the entire door, including the top and bottom edges, **MUST** receive at least two coats of a good grade oil base mixed paint, varnish or lacquer which is equal to or exceeds the minimum commercial standards, applied in accordance with the manufacturer's instructions, to prevent undue absorption of moisture. (FAILURE TO DO SO VOIDS ALL GUARANTEES.)
5. Swelling and shrinking of wood parts, particularly wood raised panels, is a normal wood characteristic that varies with seasonal humidity conditions and is not considered to be a defect.
6. A first coat of a thinned clear sanding sealer, followed by light block sanding will minimize subsequent handling marks and promote the uniformity of subsequent stain coats.
7. All exposed wood surfaces must be sealed including top and bottom rails.
8. Certain wood fire doors have edges, and possibly cross bands under the face veneer, which contain fir retardant salts. These salts are usually hygroscopic and will take on excess moisture in a damp atmosphere. The salts will concentrate at the surface and form whitish crystals that can interfere with the finish. Before finishing, remove the salt crystals with a damp cloth, followed by drying and light sanding.

**INSTALLATION**

1. The utility or structural strength of the doors must not be impaired in fitting to the opening, in applying hardware, in preparing for lights, louvers, or plant-ons or other detailing.
2. Use a minimum of one hinge for each 30 inches of door height on all exterior doors, and all solid core doors. When using three or more hinges, they are to be equally spaced. Interior hollow core doors weighing less then fifty pounds and not over 7'6" in height may be hung on two hinges.
3. All hardware locations, preparations for hardware, and methods of hardware attachment must be appropriate for the specific door construction. Templates for specific hardware preparation are available from hardware manufacturers, NYMA, or DHI.
4. Apply the sealer, primer, or first coats of the required finish on exterior doors, immediately after fitting, cutting for hardware, weather-stripping, etc., and before the installation of any hardware.
5. Warp shall not be considered a defect unless it exceeds ¼ inch in the plane of the door itself. Warp is any distortion in the door itself and does not refer to the relation of the door to the frame or jamb in which it is hung, if, however the door is improperly hung which contributed to the warp itself, the guarantee is not valid. Warp shall be measured by placing a straightedge, taut wire or string parallel to the stiles of the door in its installed position. Action on any claim for warp or photographing after proper installation may, at the manufacturer's option, be deferred for a period up to twelve months from the date of the written complaint. The doors in the complaint must remain hung in the original installation permitting conditioning and equalizing to humidity and temperature conditions.

There are no warranties that extend beyond the foregoing, and the manufacturer's sole responsibility under this guarantee is as stated herein. It shall not be liable for consequential, indirect, or incidental damages, or for any amount in excess of the manufacturer's price for the shipment involved.

We have read, understood and agree to the above terms and conditions.

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



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[lois@acadianmillwork.com](mailto:lois@acadianmillwork.com)

**To: Our Future Customers:**

**We are pleased to present you with this account information, credit application and guarantee form.**

**On the following credit application and guarantee form, please be sure to read and answer ALL questions and SIGN ALL of the appropriate places. There should be no delay in processing your account application as long as all information and all signatures are completed properly. We can't process the credit application if the proper information is not completed.**

**Acadian Millworks invoicing is electronic. Please make sure that the Email address you provide can receive invoices and statements in TIFF format.**

**You may fax the completed application to our office so that we can begin preliminary procession, but please mail the original to our office as soon as possible.**

**Thank you for your interest and we look forward to serving you.**

**Sincerely,**

**Lois Scheaffer**

**Credit Manager**

**[lois@acadianmillwork.com](mailto:lois@acadianmillwork.com)**

**985/892-4000**