

**\*\*Invoices & Statements will be sent via:**

EMAIL

OR FAX

Please mark your preference.

## Customer Update Form

Dear Valued Customer,

We were recently informed of a change in your account (i.e. name, address, etc.). Please help us keep your account information up to date by completing the form below. Please complete the tax form included.

Thank You! If you have any questions please contact me at 800-753-9191 or 620-663-9082. My extension is 116. Please fax back to our TOLL FREE FAX line 800-638-6680. Thank You!

Candace Winkel  
Credit Manager  
candace@westernsupply.com

Business Name: \_\_\_\_\_ Tax Exempt: Yes \_\_\_\_\_ No \_\_\_\_\_ Tax form must be completed

Bill to: \_\_\_\_\_ Ship to: \_\_\_\_\_ Tax Payer D# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Fax# \_\_\_\_\_ E-mail address \_\_\_\_\_

All invoices will be sent by fax unless requested otherwise or if fax is unavailable.

Owner/Officer: \_\_\_\_\_ Soc Security# \_\_\_\_\_ Home Phone# \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Additional Owner/Officer: \_\_\_\_\_ Soc Security# \_\_\_\_\_ Home Phone# \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### CONDITIONS & TERMS

- 1 A charge account is a privilege. Your account is due on the 10th of the month following the date of purchase.
- 2 Accounts not paid by the 15th of the month following date of purchase will be subject to a 2% monthly service charge (24% annual rate) applied to the outstanding balance before deducting any credits or adding any purchases made during the current billing period.
- 3 Accounts over 30 days past due will be placed on COD and will not receive any additional discounts, special prices, or qualify for any special promotions. Accounts placed on COD may be required to re-submit an application before they will be reviewed for open account status.
- 4 By signing this application you have agreed to pay any and all collection agency fees, court costs and attorney fees should your account be placed for collection. Such actions shall take place in Hutchinson, Reno County, Kansas.
- 5 By signing this application you agree that we may obtain credit references from other sources in addition to the suppliers you have listed above.

Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL GUARANTEE (required)** - By signing this personal guarantee, the person whose signature is affixed below does hereby agree that the terms and provisions set forth herein shall bind him/her in his/her individual capacity as well as the business entity set forth above.

Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO THE NEAREST  
WESTERN SUPPLY COMPANY  
LOCATION OR FAX TO:**  
620-663-7876 or 800-638-6680

2514 E 14th  
Hutchinson, KS 67504  
(620)663-9082  
(800)365-0162

924 Main St  
Great Bend, KS 67530  
(620)793-8101  
(800)234-8113

1207 Cedar  
Hays, KS 67601  
(785)625-4176  
(800)658-1921

206 E Trail  
Dodge City, KS 67801  
(620)225-1555  
(800)284-3322

**OFFICE USE ONLY** Updated 3/04/08

Acct# \_\_\_\_\_ Schd \_\_\_\_\_

Slm# \_\_\_\_\_ Cr Lim \_\_\_\_\_

Branch Mgr \_\_\_\_\_ Appr'd By \_\_\_\_\_