



www.westernsupply.com

Customer Update Form

**Invoices & Statements will be sent via:

OR EMAIL

FAX

Please mark your preference.

Dear Valued Customer,

To ensure our best service to your company; please assist us to keep your account information up to date by completing the form below. Also complete the accompanying Authorized Contacts and Purchasers form.

Questions? Please contact Ellen at 800-753-9191 or 620-663-9082. My extension is 123.

Please fax or email back to 620-663-7876 or credit@westernsupply.com. Thank You!

Ellen Dugan

Marketing | Credit Assistant

credit@westernsupply.com

For Name Change please start with the current name we would have on file:

(Old) Business Name: _____

(New) Business Name: _____ Tax Exempt: Yes _____ No _____

ADDRESS HERE. MAIL to: _____ ADDRESS HERE. SHIP to: _____ Tax Payer D# _____

City: _____ State: _____ Zip _____

Phone#: _____ Cell Phone# _____

Fax# _____ E-mail address _____

All invoices will be sent by email unless otherwise requested or if e-mail 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 _____

Tax form must be completed if yes is marked.

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.

>*>(REQUIRED) If co-applications/officers please both sign and print on same line next to the other.

Signature(s) _____ Date: _____

Printed Name(s): _____

PERSONAL GUARANTEE 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.

>*>(REQUIRED) If co-applications/officers please both sign and print on same line next to the other.

Signature(s) _____ Date: _____

Printed Name(s): _____

RETURN TO THE NEAREST WESTERN SUPPLY COMPANY LOCATION OR FAX or EMAIL TO: 620-663-7876 or credit@westernsupply.com

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

2420 9th 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 17/20/2023

Acct# _____ Schd _____
Slm# _____ Cr Lim _____
Branch Mgr _____ Apprv'd By _____