



**VACUUM  
PROCESS  
ENGINEERING, Inc.**

**Credit Application**

110 Commerce Circle, Sacramento, CA 95815 Phone (916) 925-6100 Fax (916) 925-6111

**Contact Information**

Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Billing Information**

AP Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**General Company Information**

Federal Tax ID number/Soc. Sec.#: \_\_\_\_\_  
Dunn & Bradstreet number: \_\_\_\_\_  
SIC Code: \_\_\_\_\_ Bankruptcy? Yes No

Year of Incorporation: \_\_\_\_\_  
Principal Officer: \_\_\_\_\_  
Title: \_\_\_\_\_  
Outstanding Liens or judgments? Yes No

**Legal Structure (check all that apply)**

Corporation     Partnership     LLC     LLP     Sole Proprietor     Non-Profit  
In Business Since: \_\_\_\_\_ Business Type: \_\_\_\_\_

**Bank References**

Bank Name (#1): \_\_\_\_\_ Bank Acct#/Type: \_\_\_\_\_  
Bank Address: \_\_\_\_\_ Bank Contact: \_\_\_\_\_  
Bank Phone: \_\_\_\_\_

Bank Name (#2): \_\_\_\_\_ Bank Acct#/Type: \_\_\_\_\_  
Bank Address: \_\_\_\_\_ Bank Contact: \_\_\_\_\_  
Bank Phone: \_\_\_\_\_

**Trade References**

Company (#1): \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Company (#2): \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Company (#3): \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Company (#4): \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

1. Extension of credit - Seller hereby extends credit to Customers in accordance with the terms of this agreement. The uniform Commercial Code and such other statutes as may be applicable to that Customer will be billed periodically according to Seller's billing procedures. Seller shall determine the amount of credit that will be extended to Customer from time to time, and Seller may change the credit limit in its sole discretion and without notice. Seller may without notice discontinue the extension of credit if Customer's credit limit has been exceeded or if Customer is in default.
2. Terms of Account - Seller may use any commercial reasonable method of Invoicing/billing provided it gives Customer adequate notice of the transaction posted to the account.
3. Payment - Customer will pay each invoice or statement in full in accordance with the terms of each invoice. If the account is not paid in accordance with those terms, Seller may impose interest of 1.5% (APR 18%) on all outstanding balances. Disputes - if Customer is dissatisfied with any goods, services, purchase or charges, Customer must provide Seller with a written complaint within 30 days after the defect, error, etc... was first detected or detectable. In which event the Seller will immediately investigate the matter and in its discretion make such adjustments in a fair and reasonable. Including refunds, credits, exchanges, repairs, replacements as appropriate. Otherwise all transactions will be deemed accepted and approved by the Customer.
4. Modification - This agreement may not be modified except in writing signed by an officer of the Seller and an officer of the Customer. Seller's failure to insist on strict compliance with terms of this Agreement shall not be construed as a waiver or modification hereof. All items and conditions herein will apply to all current and future charges unless revoked in writing and if revoked provisions herein not relating to credit will continue.
5. Collection - If seller in good faith refers Customer's account to an agency or attorney for collection, Customer agrees to pay seller's reasonable agency or legal expenses in addition to the amount otherwise due. Jurisdiction for any civil action concerning the Customer's account shall be in California, with venue in Sacramento County.

**\*\*Required if incorporated less than 2 years.**

**\*\*Personal Guarantee\*\*** - In consideration for credit extended the undersigned contracts and guarantees to the faithful payment, when due, of all accounts of the company seeking credit for 5 years from the date of this signed application. The undersigned guarantee expressly waives all notice of credit and all other notices to which the guarantor might be entitled. Revocation of the guarantee shall be in writing and acceptance of this guarantee, notice of extension of credit, presentment of demand for payment and any notice of default by the company seeking credit and all other notices to which the guarantor might be entitled. Revocation of the guarantee shall be in writing and delivered by certified mail.

Signed: \_\_\_\_\_ Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Signature & Authorization**

The signature below represents and warrants that (a) the party signing below is an authorized representative of the company; and (b) that the information provided herein is a complete and accurate representation of the company's financial situation as of the date hereof. Any misrepresentation or fraudulent information provided will be the basis for default under this agreement. By signing this form, I expressly authorize Vacuum Process Engineering, Inc. to contact the above references to determine credit worthiness.

Signed: \_\_\_\_\_ Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



VACUUM PROCESS ENGINEERING

110 Commerce Circle Sacramento, CA 95815

T 916.925.6100 F 916.925.6111 W VPEI.COM

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

Customer Name: \_\_\_\_\_

Attn: Accounting Department

Hello:

VPE, Inc. has implemented electronic processing for billing and statments. Instead of mailing our invoices to you, we would like to email them directly to your Account Payables Department. The invoice will be attached to the email as a **PDF file**.

- If **CUSTOMER does not accept** electronic invoices, please let me know as soon as possible to update your customer file? Statements and invoices will be mailed to the billing address provided on the credit application or PO.
- If **CUSTOMER does accept** electronic invoices VPEI will email billing/invoices/statements to your Account Payable Department. They will not be mailed and can be considered the original.

Please provide:

**AP contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**\*\*Email address:** \_\_\_\_\_

**Billing address:** \_\_\_\_\_

Include all persons of contact concerning Billings and Payables.

The customer may request *ACH or Credit Card* as an alternative form of payment. Please contact our accounting or business development department for further information.

If you have any questions or concerns you may contact our office. We look forward to working with your company.

Sincerely,

VPEI, Inc.  
Accounting Department