[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Customer Credit Application Form

Complete this form to apply for a credit account with [Company name].

Business details
Legal business name: _____ **Trading name (if different):** _____
Business type (Sole trader / Partnership / Limited company / Other): _____
Registration number: _____
Registered address: _____
Trading address: _____
Phone: _____ **Email:** _____
Years trading: _____

Key contacts
(1) **Accounts payable -** Name: _____ Phone: _____ Email: _____
(2) **Purchasing -** Name: _____ Phone: _____ Email: _____

Credit requested
Credit limit requested: _____ **Expected monthly spend:** _____

Trade references
(1) **Supplier name:** _____ **Contact:** _____ **Phone:** _____ **Account no.:** _____
(2) **Supplier name:** _____ **Contact:** _____ **Phone:** _____ **Account no.:** _____

Declaration. I confirm the information above is accurate. I agree to [Company name]'s payment terms ([e.g. net 30 days]) and understand that credit may be withdrawn if terms are not met. I consent to credit checks being carried out.

Sign-off
Applicant name: _____ **Applicant signature:** _____
Date: _____

Office use only
Credit check result: Pass / Fail / Refer
Limit approved: _____ **Approved by:** _____