

**oak heritage Inc.**  
**oakheritageinc.com**  

P.O. Box F, 124 Industrial Park Dr., Brockway, PA 15824  
P: 814.265.0483 F: 814.265.8501  
E: [oakheritage2000@yahoo.com](mailto:oakheritage2000@yahoo.com)

**Credit Application**

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**Company Information:**

Business Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Shipping Address: \_\_\_\_\_

\_\_\_\_\_

Receiving Hours: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

State Sales Tax Exempt Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

(Special Contact Instructions) \_\_\_\_\_  
-email address, phone extension, hours, etc.

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**Trade References:**

Name:	Address:	Phone/Fax:
1) _____	_____	(____) _____
	_____	(____) _____
2) _____	_____	(____) _____
	_____	(____) _____
3) _____	_____	(____) _____

**Bank Reference:**

Name:	Address:	Phone:
_____	_____	(____) _____

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\*Terms: Net 30 days; 2% discount COD; late fee of 1.5% per month will be charged on all past due accounts.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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Welcome to Oak Heritage, Inc. Please fill out the attached credit application and fax it back to us at 814-265-8501. We are then able to enter your first order into our system.

Orders are typically ready within 4-8 weeks of placement. As is our practice, I will call you a day or two before expected delivery, and let you know that we will be coming with the delivery.

Your first order will be C.O.D. and includes a 2% C.O.D. discount. Any future orders that are paid C.O.D. will include this discount. Anything other than C.O.D. will not have this discount – payment will be due 30 days after delivery.

Please note, we have a 3% boxing fee (which only applies when orders are picked up), and a 16% delivery charge (includes boxing fee). If you choose to forego boxing and/or want to pick up your order, please notify us at the time the order is placed.

Thank you so much for your business, we do appreciate it, and look forward to a long business relationship with you.

If you have any questions, please call.

Thank you,

Karen @ Oak, Heritage, Inc.