



Dear Prospective Business Partner:

We are excited at the opportunity to do business together. Please take a few moments to apply for an account with HM Cragg by following the steps below.

- Please fill out the attached “HM CRAGG MANUAL APPLICATION”. Once completed email to [Accounts.Receivable@Hmcragg.com](mailto:Accounts.Receivable@Hmcragg.com).
- Please have the appropriate party submit a copy of your multi-jurisdictional certificate or any resale certificates you may hold.  
<https://www.mtc.gov/Resources/Uniform-Sales-Use-Tax-Exemption-Certificate>  
<https://www.streamlinedsalestax.org/Shared-Pages/exemptions>
- Send any sales tax exemption certificates to [Accounts.Receivable@Hmcragg.com](mailto:Accounts.Receivable@Hmcragg.com).  
**Effective Jan 1<sup>st</sup>, 2023 HM Cragg will require tax exemption certificates at, or before the time of order and will not credit taxes back after product and services have been invoiced.**
- When our credit team has finished processing your application, your Sales Manager will advise you of your new account information.
- Terms and Conditions referenced in the credit application above are located here:  
<https://www.hmcragg.com/resources/terms-and-credit/>
- Please sign terms and conditions and email to [Accounts.Receivable@Hmcragg.com](mailto:Accounts.Receivable@Hmcragg.com).
- Some key items of note in the Terms and Conditions link are:
  - Payment terms are Net 30 for buyers with approved credit
  - Returned Merchandise Authorization (RMA) policy, which includes an RMA Pre-Authorization request link, contact information, information on restocking fees, and RMA terms and conditions.
  - Shipping terms and conditions including deadlines, expedite fees, carrier claim forms and additional services.
  - Transparency on possible surcharges for such transaction costs as payment by credit card or wire transfers, or late fees on past due accounts.



## APPLICATION FOR CREDIT

NAME AND ADDRESS			
COMPANY NAME:		DUN AND BRADSTREET NUMBER:	
STREET ADDRESS:			
CITY:		STATE:	
ZIP CODE:		PHONE NUMBER:	
ACCOUNTING CONTACT INFORMATION			
NAME:		PHONE:	
EMAIL:		FAX:	
EMAIL ADDRESS FOR INVOICING:			
BANK INFORMATION			
BANK NAME:	BANK ADDRESS:		
ACCOUNT TYPE:	ACCOUNT NUMBER:		
TRADE REFERENCES			
NAME:	NAME:	NAME:	
ADDRESS:	ADDRESS:	ADDRESS:	
PHONE #:	PHONE #:	PHONE #:	
FAX #:	FAX #:	FAX #:	
EMAIL:	EMAIL:	EMAIL:	
ACCT #:	ACCT #:	ACCT #:	
WILL YOUR PURCHASE BE TAX EXEMPT?   Y       N       (IF SO, PLEASE PROVIDE EXEMPTION CERTIFICATE)			

SIGNATURE:		DATE:	
TITLE:			