|  |  |  |
| --- | --- | --- |
| Please email completed application to: [salesmanager@howellpipe.com](mailto:salesmanager@howellpipe.com) | Howell Sales Representative: |  |

**General Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Credit Limit Requested: | | | $ | | Estimated Total Annual Pipe, Valve & Fitting Spend: | | | | | | | | $ | |
| Legal Name: |  | | | | | | Trade Name: | |  | | | | | | |
| Mailing Address: | |  | | | | | | | | City: |  | | | | |
| Province / State: | |  | | | | Postal Code / Zip: | |  | | | | Main Phone: | |  | |
| Shipping Address if different than above: | | | |  | | | | | | City: |  | | | | |
| Province / State: | |  | | | | Postal Code / Zip: | |  | | | | | | | |

**Business Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Business Type: | | | Limited Company: | | Partnership: | | | Sole Proprietorship: | | | | Subsidiary: | | | | Division: | |
| If Type is Subsidiary or Division, enter name of affiliate or parent company: | | | | | | | | | | |  | | | | | | |
| If Type is Sole Proprietorship, enter owner’s home address: | | | | | | | | | |  | | | | | | | |
| City: |  | | | Province / State: | |  | | | | | | | Postal Code / Zip: | | |  | |
| Length of time in business: | | | |  | | Length of time at present address: | | | | | | | | |  | | | |
| Has the company operated under any other name(s)? YES  NO | | | | | | | | | Previous Name(s): | | | |  | | | | |

**Owner / Officer Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Owner / Officer 1: |  | Location: |  | Title: |  | | |
| Owner / Officer 2: |  | Location: |  | Title: |  | | |
| Have any of these owners / officers ever declared bankruptcy as an individual or as an officer of a company?  If Yes, please provide the details on a separate sheet. | | | | | | YES  NO |

**Business / Trade References**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name: |  | Contact: |  | Email: |  |
| Company Name: |  | Contact: |  | Email: |  |
| Company Name: |  | Contact: |  | Email: |  |
| Company Name: |  | Contact: |  | Email: |  |

**Bank Reference**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bank Name: |  | Acct #: |  | Transit #: |  |

**Credit Request**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Accounts Payable Contact: | |  | | Email: |  |
| If different than AP the email address to receive Howell’s Invoices: | | |  | | |
| Purchasing Contact: |  | | | Email: |  |

**Terms & Conditions of**

**Confidential Credit Application and Sales Agreement**

1. Payment Terms are Net 30 days from date of invoice.
2. This Credit Application and Sales Agreement shall apply to any and all credit extended by Howell Pipe & Valve Supply (Division of Howell Plumbing Supplies Dasco Limited) to the amount of the credit limit established.
3. Title and ownership of merchandise remains the property of Howell Plumbing Supplies Dasco Ltd o/a Howell Pipe & Valve Supply, until the invoices are paid in full.
4. The person signing has been authorized to execute this agreement on behalf of the applicant.
5. In the event credit privileges are extended, the applicant agrees to pay all amounts invoiced in accordance with the terms stated on the invoice, and thereafter agrees to pay interest on any amount remaining due and owing at a rate of two percent (2%) per month (24% per annum).
6. Merchandise will not be accepted for return without an authorization number.
7. Discrepancies in shipping are to be reported within ten (10) days.
8. Merchandise authorized for return will be subject to a restocking charge. Further charges may be applied if the merchandise is returned damaged.
9. NSF cheques will be subject to a $25 service charge.
10. Any breach of contract, including non-payment, voids any warranty.
11. Unless different arrangements are made with Howell Plumbing Supplies Dasco Ltd o/a Howell Pipe & Valve Supply, payment will be applied against the oldest balance of outstanding interest and principal.
12. Failure to comply with these Terms and Conditions may result in the cancellation of credit privileges without notice.

As an officer of the company, I do hereby give my consent to check any agencies or companies necessary, personal and commercial in processing this Credit Application and Sales Agreement. I hereby acknowledge that I have read and agree with Howell’s Privacy Principles, and I do hereby authorize and consent to the collection, use and release of any corporate or other information about the company, at any time, from, to or with any approved agency, in relation to the establishment and maintenance of the account status with Howell, in accordance with Howell’s Privacy Principles. I understand that all such information, collected and used by Howell, its affiliates and service providers, their respective successors and assigns is for the purpose of administering the account and credit status. I certify that the information given is true and correct and in addition to that, the applicant promises to pay for all purchases in accordance with the terms of sale. The applicant further agrees to pay for all collection costs, including reasonable attorney fees, incurred by Howell Plumbing Supplies Dasco Ltd o/a Howell Pipe & Valve Supply, if made necessary by failure to comply with the payment terms of the sale.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of officer (Please Print): |  | Title: |  |
| Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **THIS SECTION IS FOR HOWELL INTERNAL ACCOUNTING USE ONLY** | | | |
| Date CCASA Received: |  | Howell Sales Territory: |  |
| Credit Limit: | $ |  | |
| Account set up in CSD by: |  | Date Account Created: |  |

To Our Valued Customers and Partners

With phishing attempts on the rise, we wanted to take the opportunity to remind you to stay vigilant to help prevent fraud. One of the most common techniques is email phishing. A hacker will send a fraudulent email message that appears to look legitimate and is coming from someone at Howell.

Here are some tips to keep in mind to avoid falling victim:

* Verify by telephone if you ever receive a request regarding a change in banking information. Please call Howell at 1-888-469-3557 and ask for accounting to confirm the legitimacy of the request. Note that a phone number listed in an email may also be fraudulent.
* Double-check that the senders email address matches who they claim to be with the correct @howellpipe.com domain name. Email addresses in all capital letters should raise alarm. It is easy to hide numbers as letters in all capitals. For example, a zero “0” in place of the letter “O”.
* Don’t click a link or download from an email that you are not sure is genuine.
* If you are being asked to do something out of regular procedure, or if something seems fishy, please call your trusted contact at Howell to validate.
* Inform your company’s IT department to report any phishing activities.
* Howell uses SPF and DMARC with our emails to verify them.

Thank you for your vigilance to recognize and avoid phishing scams.