



## NOTES FOR COMPLETING THE CREDIT APPLICATION & REVIEW PROCESS

Processing of credit applications typically take a week or more. When you provide a credit application, Mobile Mark must fax a request for credit info form to every one of the references that you provide.

You can help speed up things by making sure of certain items, as follows:

1. Many companies will not actually provide credit references. It is not uncommon for companies to not respond to our requests. Some of the typical electronic component manufacturers do not provide credit references; don't assume that your suppliers will.

**Please check with your credit references periodically to make sure that they will respond for credit information.**

2. Because we must fax your credit references a form to complete, you will want to make sure that you provide the correct Phone and Fax numbers, as well as email addresses for **ALL** your references.

Although we will likely attempt to follow up by phone if we do not hear back from your references, there would be at best a delay of several days.

3. If you have a pre-typed form with your credit references indicated, we can usually use this instead of completing our form. We will need at least (1) Bank Reference and (3) trade references. If you use your own pre-typed form, please insure we have the correct Phone and Fax numbers, as well as email addresses!
4. You must provide the signed bank release (last page) in our application, even if you are providing your own pre-typed reference sheet. Without the signed bank release form, your credit application will not be processed. This is the #1 cause for delays in credit applications. Most banks now require this form.
5. You can either fax the completed forms to **+1 (847) 250-5120** or you can email then to [nancy@mobilemark.com](mailto:nancy@mobilemark.com).

If you are concerned about possible delays in your credit application and if you have a pending order Mobile Mark also accepts VISA, MasterCard, Discover Card & American Express.

If you have any questions, please contact us at:

+1 (800) 648-2800

or

+1 (847) 250-5120

or

[info@mobilemark.com](mailto:info@mobilemark.com)



The undersigned is applying for credit with **Mobile Mark Inc.** ("the Company") and agrees to abide by the terms and conditions of the Company's standard contract.

Company Name \_\_\_\_\_
Address \_\_\_\_\_
Phone \_\_\_\_\_ Fax \_\_\_\_\_
Federal Tax ID \_\_\_\_\_ Email \_\_\_\_\_
Type of Business \_\_\_\_\_ Number of Employees \_\_\_\_\_
Date Business \_\_\_\_\_
Established \_\_\_\_\_

State Where Company Was Organized \_\_\_\_\_
Have you or any of your affiliates ever had credit with us before or purchased from us before? Yes \_\_\_ No \_\_\_
If yes, under what name? \_\_\_\_\_

TRADE REFERENCES

REFERENCE #1 Name \_\_\_\_\_
Address \_\_\_\_\_
Acct. # \_\_\_\_\_ Email \_\_\_\_\_
Phone \_\_\_\_\_ Fax \_\_\_\_\_

REFERENCE #2 Name \_\_\_\_\_
Address \_\_\_\_\_
Acct. # \_\_\_\_\_ Email \_\_\_\_\_
Phone \_\_\_\_\_ Fax \_\_\_\_\_

REFERENCE #3 Name \_\_\_\_\_
Address \_\_\_\_\_
Acct. # \_\_\_\_\_ Email \_\_\_\_\_
Phone \_\_\_\_\_ Fax \_\_\_\_\_



**BANK REFERENCES**

**BANK #1**

Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_  
Acct. # \_\_\_\_\_ Email \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**BANK #2**

Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_  
Acct. # \_\_\_\_\_ Email \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**ACCOUNTING INFO**

A/P Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

We declare that the above information is true, correct, and complete and is given to induce the Company to extend credit. We authorize the Company to make such credit investigation as the Company sees fit, including contacting the above trade references and banks and obtaining credit reports. We authorize all trade references, banks, and credit reporting agencies to disclose to the Company all information concerning the financial and credit history of my company and myself:

I have read the terms and conditions stated below and agree to all those terms and conditions.

Name of Company \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_



**GENERAL TERMS AND CONDITIONS**

All bills become payable in full 30 days after receipt. If not paid by such time, bills are considered past due.

*\*\* NOTE: Many organizations do not provide credit references. Please verify with your listed references that they will provide credit information. This will speed up the processing of your application should we need to contact them.*

To Whom It May Concern:

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

Your company has requested an open account with our company. To open an account for your company, we do require a standard credit rating from the bank. Most banks require a customer’s consent to release this information. If you would be kind enough to have an authorized signature sign this release, we would appreciate it greatly. By doing so, will speed up the process of your request.

Thank you.

Regards,

**Nancy Cedzidlo**

*Office Manager*

Mobile Mark Inc.

1140 W. Thorndale Ave

Itasca, IL 60143

[nancy@mobilemark.com](mailto:nancy@mobilemark.com)

Phone +1 (847) 671-6690

Direct +1 (847) 737-1156

Fax +1 (847) 250-5120

To Whom It May Concern:

We give permission for the bank to release a standard credit rating to Mobile Mark Inc.

Company Name: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

PLEASE FAX TO: +1 (847) 250-5120, OR

MAIL TO: **MOBILE MARK, 1140 W. THORNDALE AVENUE, ITASCA, IL 60176.**

FOR QUESTIONS CONCERNING THIS FORM, PLEASE CALL +1 (800) 648-2800 (OUTSIDE IL) OR +1 (847) 671-6690 (INSIDE IL).