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Waterbury, CT 06705  
[sales@porterpreston.com](mailto:sales@porterpreston.com)  
[www.porterpreston.com](http://www.porterpreston.com)  
**Toll Free Phone (866)-753-1113**

### Account Application:

_____	_____
company name	phone number
_____	_____
address	fax number
_____	_____
city, state, zip	email address
_____	_____
billing address (if different)	city, state, zip

**Please check box if shipping address is residential**

**Type of business:**    ( ) corporation    ( ) LLC    ( ) partnership    ( ) sole proprietorship

#### Officers or Partners:

_____	_____	_____
name	title	sales tax exempt number
_____	_____	_____
name	title	fed ID number
_____	_____	_____
name	title	in business since

#### Bank information:

_____	_____	_____
name of bank	address	city, state, zip
_____	_____	_____
account number (s)	phone	fax
_____	_____	_____
contact name		

**Estimate of monthly Porter Preston purchases:** \$ \_\_\_\_\_

#### Preferred payment method\*:

Open Account ( )    Prepay (Credit Card) ( )    Prepay (mailed) ( )

**\*Please note: Motorization projects may require a 50% deposit**

#### I prefer to receive invoices via:

Email ( )    fax ( )    U.S. Mail ( )

Accounting Email: \_\_\_\_\_

#### Business Interest:

Shutters ( ) Contract ( ) Blinds/Shades ( ) Drapery Hardware ( ) Motorization ( )

**Would you like to receive Drapery Hardware Automatic Updates\*?**

Yes ( ) No ( )

\*cost may apply but will not exceed \$25.00 per update (shipping not included)

**If seeking an open account please fill out the following**

**Trade references:**

1) _____	_____	_____
name	city, state, zip	phone
_____	_____	_____
account number	contact	fax

2) _____	_____	_____
name	city, state, zip	phone
_____	_____	_____
account number	contact	fax

3) _____	_____	_____
name	city, state, zip	phone
_____	_____	_____
account number	contact	fax

**If paying by credit card fill out this section: (credit card option available for Prepay or COD only)**

MasterCard ( ) or Visa ( )

account number \_\_\_\_\_ exp date (mo/yr) \_\_\_\_\_ / \_\_\_\_\_

name on card \_\_\_\_\_ security code \_\_\_\_\_  
(three digit # on the signature panel-back of card)

signed \_\_\_\_\_

The information furnished on this application is for the purpose of obtaining credit and I understand that this information will be relied upon for the extension of credit. I hereby certify that the information is true, correct and complete. Porter Preston, Inc. is authorized to investigate my company's credit and bank records and report to the proper persons and bureaus the performance of this agreement. If credit is granted, standard terms for invoices are net 30 days from the date of invoice. Interest will be charged on past due accounts at the rate of 1 1/2 % per month, such charge not to exceed the maximum allowed by state law. Upon default of the terms of this agreement, Porter Preston, Inc. may declare the existing balance due and payable and may also charge for reasonable attorney and collection fees. All resulting legal actions will be filed and settled in Connecticut courts. I (we) that any monies owed under this agreement are not transferable and in the event of change of ownership I (we) will notify Porter Preston, Inc. in writing thirty (30) days prior to any change of ownership, change in location or cessation of business activity. I (we) further agree that I (we) will be personally responsible for any money not paid by the applicant.

\_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_ title \_\_\_\_\_

owner or officer