

103 Fern Street  
Bremen, GA 30110  
Phone: 770-537-2100  
Fax: 770-537-2188



Photo of License  
Required



### Credit Card on File Account

#### Applicant Information

Applicant's Full Legal Name: \_\_\_\_\_  
Company Name (if applicable): \_\_\_\_\_  
Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Billing Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ DL State: \_\_\_\_\_

#### Card Information

Card #1	Card #2 (if applicable)
Last 4 numbers on card: _____	Last 4 numbers on card: _____
Expiration Date: _____	Expiration Date: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
*Address only if different than applicant info	*Address only if different than applicant info

#### Authorized Purchasers

Name: _____	Name: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-mail: _____	E-mail: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Name: _____	Name: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-mail: _____	E-mail: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____

#### Account Terms & Agreement

**Deliveries** For the chance at next-day deliveries, orders must be placed as early as possible, as orders are on a first come, first serve basis. The applicant agrees to either be on sight or have authorized personnel on sight to sign off on delivered goods. Should no one be on sight the applicant waives any rights to claim forgotten or damaged goods unless undoubtable proof can be shown that it was due to Wallace Building Center or its employees. If errors are found on site or proof of errors found later, Wallace Building Center will always strive to make things right for its customers. Errors must be made known within 10 days of delivery. Customer understands that phone or electronic orders are not subject to signature approval, however, are still binding unless disputed within 10 days of invoice.

**Electronic Consent** The applicant agrees to communicate electronically with Wallace Building Center when applicable. The applicant also agrees to use electronic signatures when applicable and that these signatures are legally valid.

**Restocking Fees/Special Orders** Returns are subject to a 10% restocking charge. Refunds are limited to items bought within 30 days, with a receipt, and in resellable condition only. No refunds on special order items. Special order items must be paid for on the day of ordering unless other arrangements are made in writing.

**Authorization** I authorize Wallace Building Center to use my credit card for all materials purchased on my credit card charge account. I understand that it is my responsibility to ensure that a current card is on file and to alert Wallace Building Center of any changes to my Authorized Purchaser List in written, signed format. In return, Wallace Building Center will not allow unauthorized purchasers to charge on my credit card.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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