CORNERSTONE
CONSTRUCTION SUPPLY
BUILT ON RELIABILITY. DELIVERED WITH SERVICE.

COMMERCIAL CREDIT APPLICATION

Net 30 Credit Application | Business Account Setup

APPLICATION PURPOSE

For business credit review and Net 30 account setup. Required fields are marked with orange asterisks.
Return completed application, W-9, and tax certificate if applicable to accounting@ccsmaterials.com.

1. Applicant Business Information

LEGAL BUSINESS NAME *

DBA / TRADE NAME

FEDERAL TAX ID / EIN *

BUSINESS PHONE *

BUSINESS EMAIL *

START DATE

PHYSICAL BUSINESS ADDRESS *

CITY *

STATE *

ZIP *

BILLING ADDRESS, IF DIFFERENT

BUSINESS STRUCTURE *

☐ LLC ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Other

PRIMARY BUSINESS CLASSIFICATION *

☐ Commercial Contractor ☐ Residential Contractor ☐ Government / Public Works
☐ Industrial ☐ Reseller / Distributor ☐ Other

2. Accounts Payable / Billing Contact

AP CONTACT NAME *

AP EMAIL *

AP PHONE *

PURCHASE ORDER REQUIRED? YES/NO

PREFERRED INVOICE DELIVERY EMAIL *

3. Credit Request

REQUESTED CREDIT LIMIT *

ESTIMATED MONTHLY PURCHASES *

PRIMARY PRODUCT NEEDS

REQUESTED ACCOUNT TERMS *

☐ COD / Prepay initially ☐ Net 30 terms requested

TAX EXEMPT?

☐ Yes ☐ No

CREDIT PROFILE

Net 30 Credit Application | Business Account Setup

4. Bank Reference

BANK NAME	ACCOUNT TYPE	BANK CONTACT / PHONE

BANK ADDRESS

5. Trade References

Provide suppliers or vendors that can verify payment history, account standing, and typical credit terms. Three references are preferred for Net 30 review.

	SUPPLIER / VENDOR	CONTACT NAME	PHONE	EMAIL
1				
2				
3				

6. Authorized Purchasers

List employees or representatives authorized to place orders, request jobsite deliveries, and sign delivery tickets.

NAME	TITLE / ROLE	EMAIL OR PHONE

7. Required Attachments

- ☐ Completed application
- ☐ Signed W-9
- ☐ Resale or tax exemption certificate, if applicable
- ☐ Contractor license or insurance certificate, if requested

CORNERSTONE
CONSTRUCTION SUPPLY
BUILT ON RELIABILITY. DELIVERED WITH SERVICE.

NET 30 TERMS AND CONDITIONS

Net 30 Credit Application | Business Account Setup

8. Terms and Conditions of Sale

1. ACCOUNT APPROVAL

All credit terms are subject to review and written approval by Cornerstone Construction Supply. Cornerstone may approve, deny, limit, suspend, or revoke credit terms based on account history, credit review, payment behavior, or business risk.

2. PAYMENT TERMS

Unless otherwise approved in writing, Net 30 invoices are due in full thirty (30) calendar days from invoice date. Customer agrees to review invoices promptly and notify Cornerstone of any invoice dispute within five (5) business days of receipt.

3. CREDIT LIMIT AND ORDER HOLDS

Orders may be held if the account exceeds its approved credit limit, has past due balances, has incomplete documentation, or requires additional verification. Cornerstone is not obligated to release materials or deliveries while an account is delinquent.

4. TAXES AND EXEMPTIONS

Customer is responsible for all applicable sales, use, and similar taxes unless a valid resale or exemption certificate is provided before invoicing. Exemption certificates must match the purchasing entity and the applicable use.

5. DELIVERY AND RISK OF LOSS

Customer is responsible for verifying quantities and condition at delivery. Risk of loss transfers upon delivery to the jobsite, customer location, carrier, or authorized recipient.

6. RETURNS AND SPECIAL ORDERS

Returns require prior approval and may be subject to restocking, freight, or special-order restrictions. Custom, non-stock, or job-specific products may be non-returnable unless Cornerstone agrees otherwise in writing.

7. PAST DUE ACCOUNTS

Past due balances may be assessed service charges, collection costs, reasonable attorney fees, and account suspension to the extent permitted by applicable law. Payments may be applied to oldest open invoices first unless otherwise agreed.

8. AUTHORIZATION TO VERIFY

Applicant authorizes Cornerstone Construction Supply to contact bank and trade references, obtain commercial credit information, and verify business details for account opening, credit review, and periodic account maintenance.

9. NO PERSONAL GUARANTY

This application is for a business credit account only and does not include a personal guaranty. The signature is made by an authorized representative of the applicant entity in that representative capacity.

CORNERSTONE
CONSTRUCTION SUPPLY
BUILT ON RELIABILITY. DELIVERED WITH SERVICE.

AUTHORIZATION AND SIGNATURE

Net 30 Credit Application | Business Account Setup

9. Applicant Certification

By signing below, the applicant certifies that the information in this application is true, accurate, and complete; that the signer is authorized to submit this application on behalf of the applicant entity; and that the applicant agrees to the Net 30 Terms and Conditions if credit is approved.

AUTHORIZED OFFICER / REPRESENTATIVE NAME *	TITLE *	DATE *

SIGNATURE *	COMPANY NAME *

RETURN INSTRUCTIONS

Email completed application and supporting documents to accounting@ccsmaterials.com.
Cornerstone may request additional documentation before approving Net 30 terms.

10. For Cornerstone Use Only - Credit Manager Review

RECOMMENDED LIMIT	APPROVED TERMS	REVIEWED BY	REVIEW DATE

REVIEW CHECKLIST

- ☐ Application complete
- ☐ W-9 received
- ☐ Tax certificate verified
- ☐ Trade references checked
- ☐ Bank reference checked
- ☐ Account opened in system

CREDIT MANAGER NOTES