

New Account Set-Up Form

Name of Firm or Individual	Purchasing Agent	Telephone Number
Shipping Address		Fax Number
City, State, Zip Code		Email

Billing Address (If Different From Above)

Type of Business	Nature of Business
Years in Business	Number of Seated Employees
P.O. Required (Circle One) Y/N	Tax Exempt (Circle One) Y/N Enter Exempt number above, Attach Form
Do you or have you in the past had a Rubinstein's account under another name, if yes enter name	
Has Applicant (including partners, officers or owners) ever filed bankruptcy? Y/N	
Have any lawsuits been filed against you or your company within the last three years alleging non-payment of debt? Y/N	

BANKING REFERENCES

Name	Branch Location	Account Number	Phone #

TRADE REFERENCES

Name	Address	Account Number	Phone #

You may submit the completed credit inquiry requests to each trade reference listed on this form. This information is for the purpose of obtaining credit and is warranted as being true by the undersigned. I/We authorize Rubinstein's to confirm the references as listed pertaining to my/our financial responsibility. If credit is granted, applicant hereby agrees to the following:

TERMS and CONDITIONS of SALE

1. Payment: Applicant agrees to pay for all purchases by the 30th day following invoice date.
2. Furniture Purchases: Deposit is required on furniture purchases with balance due upon delivery unless specific terms have been agreed upon in writing at time of purchase.
3. Service and Collection Charges: in the event applicant does not pay invoices within terms, applicant agrees to pay a service charge on all past due balances at the rate of 1.5% per month.
4. Returned Checks: Applicant agrees to pay Rubinstein's the fee of \$25.00 for any check returned uncollected to Rubinstein's.

Signature	Title	Date
-----------	-------	------

For Office Use Only

References Checked By	Credit Approved By	Credit Refused By	Date
Sales Rep	Account Code	Credit Limit	