



NEW CUSTOMER APPLICATION

Converting and Packaging, LLC

Please complete the following application in its entirety to establish credit with Berk Wiper Converting, LLC. Upon receipt we will immediately begin our credit application process. We will notify you when credit is approved and inform you of your credit limit and payment terms. Please note that we will not begin processing orders until credit is approved. This approval process can take up to 7-10 business days.

Completed forms should be returned to: Berk Wiper Converting, LLC, Attention: Credit Department
Fax: (215) 412-4045 Email: nschooley@berkwiper.net

Company Name: (As it appears on your tax return)	_____	Phone:	_____
Billing Address:	_____	Fax:	_____
	_____	Website:	_____
City:	_____	Federal ID #:	_____
		Resale #:	_____
State:	_____	*All PA customers must provide an Exemption Certificate.	_____
Zip:	_____	Dunn & Bradstreet #:	_____
<u>Credit Limit Requested:</u>	_____		_____
Purchasing Contact:	_____	Accounts Payable Contact:	_____
Purchasing Phone:	_____	AP Phone:	_____
Purchasing Fax:	_____	AP Fax:	_____
Purchasing Email:	_____	AP Email:	_____
Receiving Contact:	_____	Dock Hours:	_____
Receiving Phone:	_____	Delivery Appointment Required:	Yes / No
Receiving Fax:	_____	Lift gate/Lumper Needed:	Yes / No
Receiving Email:	_____	Buying Group:	_____

**** ONCE PAYMENT HISTORY IS ESTABLISHED WE RESERVE THE RIGHT TO EVALUATE YOUR CREDIT LIMIT AND TERMS.**
****Accounts over the approved credit limit and/or accounts with overdue invoices are subject to credit hold.**

Person Completing Application:	_____	Position:	_____
Signature:	_____	Date:	_____
Berk Wiper Salesperson:	_____	Signature:	_____

707 North Valley Forge Road | Lansdale, PA 19446
Phone (215) 412-8181 | fax (215) 412-4010
nschooley@berkwiper.net | toll free (866) 222-BERK
www.berkwiper.com



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TRADE REFERENCES

Reference #1: _____
Address: _____
City,State, Zip: _____
Phone: _____
Fax: _____
Email: _____
Contact: _____

Reference #2: _____
Address: _____
City,State, Zip: _____
Phone: _____
Fax: _____
Email: _____
Contact: _____

Reference #3: _____
Address: _____
City,State, Zip: _____
Phone: _____
Fax: _____
Email: _____
Contact: _____



Converting and Packaging, LLC

New Customer Credit Application

BANK REFERENCE FORM

Bank Name: _____

City, State: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Dear Bank Officer,

We are authorizing the bank to release information about our accounts outstanding, credit line, and payments history to Berk Wiper Converting, LLC, to be used explicitly for the establishment of an open account. This information is to be kept in the strictest of confidence.

Account Name: _____

Account Number: _____

Print Name: _____

Title: _____

Signature: _____

Dear Sir/Madam,

The above customer is applying for credit with us and has given your bank as a reference. We would appreciate if you would provide us with the information requested below. Should you have any questions, please call us at (215) 412-8181.

Date Account Opened:	_____	Average Balance Maintained:	_____
Line of Credit (if any):	_____	Secured?:	_____
Credit Limit:	_____	Amount Now Owing:	_____
Payment Habits:	_____	NSF Checks:	_____
Overall Credit Rating:	_____	Comments:	_____

We assure you that this information will be kept confidential. Your immediate reply is appreciated.

Completed forms should be returned via fax to:

(215) 412-4045

Attention: Credit Department

Thank you,
Berk Wiper Converting & Packaging, LLC

707 North Valley Forge Road | Lansdale, PA 19446
Phone (215) 412-8181 | fax (215) 412-4010
nschooley@berkwiper.net | toll free (866) 222-BERK
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Important Contact Information

For sales assistance please contact your salesperson directly or for immediate assistance our **Sales Manager** Eileen Hupp.

Phone: (215) 412-8181, ext. 31

Fax: (215) 412-4045

Email: ehupp@berkwiper.com

If you are checking the status of an order please contact Rachel Bruhn in **Customer Support**.

Phone: (215) 412-8181, ext. 28

Fax: (215) 412-4047

Email: rbruhn@berkwiper.net

All questions or concerns regarding payments and invoices should be directed to Nicole Schooley in our **Accounts Receivable Department**.

Phone: (215) 412-8181, ext. 35

Fax: (215) 412-4045

Email: nschooley@berkwiper.net

All orders should be directed to Alice Caudill in our **Order Entry Department**.

Phone: (215) 412-8181, ext. 29

Fax: (215) 412-4010

Email: acaudill@berkwiper.net

Email: orders@berkwiper.net

Payments should be mailed directly to:

Berk Wiper Converting & Packaging, LLC
707 N. Valley Forge Road
Lansdale, PA 19446

Please contact Accounts Receivable to pay with a credit card, wire transfer, or ACH Payment.

**** A 3% service fee will be added to all credit card charges. ****