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**CREDIT APPLICATION**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_,  
apply for credit with Gagne & Son Concrete Block, Inc.

Applicant certifies that the following information is accurate:

**ALL QUESTIONS MUST BE ANSWERED COMPLETELY IN ORDER TO PROCESS YOUR APPLICATION.**

Account Set up as: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Cell Number: (\_\_\_\_) \_\_\_\_\_ Pager Number (\_\_\_\_) \_\_\_\_\_

A/P Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Amount of Credit Requested: \$** \_\_\_\_\_ **Date Business Established:** \_\_\_\_\_  
*(AMOUNT MUST BE FILLED IN)*

Primary Type of Business: (Choose One-Determines mailing list)

- Mason Contractor                       Landscapers/Hardscapers/Pools                       Septic/Excavator
- General Builders                               GC Commercial                               Foundation & Concrete Floor Contactors
- Municipalities                               Industrial Accounts                               Engineers
- MHP/RE DEV                               Retail                               Dealer/Resale

Other: \_\_\_\_\_

Owner's Name or President: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
Cell #: (\_\_\_\_) \_\_\_\_\_ Pager # (\_\_\_\_) \_\_\_\_\_

Owner's Home Address: \_\_\_\_\_

State Tax Exempt Number (include copy of certificate): \_\_\_\_\_  
Federal ID # \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

***Remit Credit Application To: Nearest Store or fax to: (207) 495-3451***  
**COMPLETE SECOND PAGE**

**Main Office**

<b>28 Old Route 27 Rd</b>	270 Riverside Dr	70 Warren Avenue	195 North Street	15 Route 236	96 Roosevelt Trail	293 Lewiston Rd
<b>Belgrade, ME 04917</b>	Auburn, ME 04210	Westbrook, ME 04092	Saco, ME 04072	Kittery, ME 03904	Naples, ME 04055	Topsham, ME 04086
<b>(800) 339-3313</b>	(800) 339-1132	(800) 339-9184	(800) 244-2742	(800) 439-9504	(207) 693-5355	(800) 227-5776

**CREDIT REFERENCES**

**In order to process your application, you need to provide at least 3 current business references. Complete mailing address, telephone and fax numbers must be legible.**

1. Company Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
**FAX # :** \_\_\_\_\_ **Phone # :** \_\_\_\_\_

2. Company Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
**FAX # :** \_\_\_\_\_ **Phone # :** \_\_\_\_\_

3. Company Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
**FAX # :** \_\_\_\_\_ **Phone # :** \_\_\_\_\_

Applicant authorizes Gagne & Son Concrete Block, Inc., to contact the above references regarding Applicant's credit history. Our terms are Net 30 days from date of invoice. Applicant agrees to the following terms: (1) Interest will be assessed at 1.5% per month for all accounts past due our terms. (2) Applicant will pay all costs of collection, including reasonable attorney fees.

I, THE UNDERSIGNED, HEREBY AGREE THAT THE APPLICANT AND I PERSONALLY WILL BE RESPONSIBLE FOR ALL DEBTS INCURRED BY THE APPLICANT WITH GAGNE & SON CONCRETE BLOCK, INC.  
 I hereby agree to the above,

\_\_\_\_\_  
 Signature of Owner/Officer of Company or Corporation

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**GAGNE & SON CREDIT DEPARTMENT USE ONLY**

Credit Extended/Refused      Date \_\_\_\_\_      Maximum Credit Amount \$ \_\_\_\_\_

Gagne & Son Concrete Block Authorized Signature \_\_\_\_\_

As:    Mason Contractor    Landscapers/Hardscapes/Pools    Septic/Excavator    General Builders    GC Commercial    Foundation & Concrete Floor  
       Electricians, Heating & Plumbing, Propane    Misc. Contractor    Engineers    Municipalities    Misc. Non-Taxable    MHP/RE DEV  
       Retail    Dealer  
 Column Pricing:    1. Retail                      2. Contractor                      3. Dealer



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## A/R TERMS & CONDITIONS

The following policies will be strictly enforced.

**TERMS/FINANCE CHARGES:** Our terms are from invoice date and if not met, your account will be charged a monthly finance charge of 1.5%, 18% APR. Once they accrue, they will not be removed.

**PRECAST DISCOUNTS:** Precast products, (septic tank, well tiles, etc.) and infiltrators will be billed at the retail amount with the appropriate discount (on concrete portion only) listed on the invoices.

**DISCOUNTS:** Will not be honored beyond the due date or if the account balance is past due. Accounts must be current to qualify for **any discount**.

**CREDIT LIMITS:** If your balance goes over your credit limit by more than 10%, your account will be put on COD until you get below your limit. If you need your credit limit increased please contact Edna for a new credit application.

**PAST DUE ACCOUNTS:** Should your account go beyond your terms, the account will automatically be put on hold, until suitable arrangements are made with our office.

**COLLECTIONS:** All materials remain the property of Gagne & Son until fully paid. In the event it is necessary to enforce collections of any purchase, all costs, including reasonable attorney fees, court costs & interest shall be payable by the purchaser.

**SALES TAX:** We go through extensive tax audits. We cannot allow tax removal without the proper Exempt Sales Certification. **Tools and consumables on a TAX EMEMPT JOB are still taxable.**



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## Tax Exemption Overview

The following is an overview of the sales tax exemption forms that we need for certification of exemption.

Tax Exempt Accts:

- If you are a tax-exempt organization, we need your **Permanent Exemption Certificate**.
- If you buy stock for resale, we need your **Tri-Annual Resale Certificate** filled out and SIGNED. The State of Maine changed the form to make it tri-annual. If we do not have this form on file, we must charge and collect tax until we do. We are unable to reverse tax billed. If we do not have your new annual certificate by December 31<sup>st</sup> each year, your account will revert to being taxable and we will be unable to reverse tax billed as of January 1<sup>st</sup> of the new year.
- If you are a manufacturer and use our products in that, then we need an **Industrial Users Blanket Certificate of Exemption** or a **Direct Pay Permit** for tangible personal property.

Contractors:

- If you are a contractor doing a job for a tax-exempt organization then we need a **Contractors Tax Exempt Purchase Certificate** filled out & SIGNED by you and a copy of the organizations **Permanent Exemption Certificate**. Note: Tools, poly, and consumables are still taxable.
- We need job names at time of sale, so that it will be written on our invoices. If the job name is not on the invoice then we need written certification that the invoice is for a tax-exempt job.
- If we ship materials out of state it is non-taxable, but if you send them out of state then we have to charge tax.

## CONTRACTOR'S EXEMPT PURCHASE CERTIFICATE

I hereby Certify:

That I am engaged in the performance of a construction contract with the following named government agency or exempt organization:

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**Full name of exempt agency or organization**

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Mailing address of agency or organization

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**Location and nature of project**

That above organization either holds exemption certificate no. \_\_\_\_\_ issued by the Bureau of Taxation, Sales Tax Section or is to the best of my knowledge and belief exempt from the sales and use tax because it is an agency of the Federal Government, the State of Maine or a political subdivision of the State of Maine;

That this certificate is issued to cover purchases of materials that will be permanently incorporated into a real property belonging to the exempt organization or government agency indicated above.

Seller's Certificate Number, if any, of contractor: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

The contractor must maintain adequate records to support the use of exempt purchase certificates and to show the disposition of all materials purchased.

Please fax to (207) 495-2499.

If you wish to mail back please send to:

Gagne & Son, Inc.  
28 Old Rte. 27 Rd.  
Belgrade, ME 04917-3708

If you have any questions, please call (207) 495-3313

contr.exemp.purchase.cert.echo