**Client Information / Credit Application Form**

**Company Information:**

Company Name:

Company Name (Chinese):

Address:

Billing Address:

Tel: Fax: Email:

Federal Tax ID:

**Contacts Information:**

Owner Name: Tel: Email:

CFO/Controller: Tel: Email:

Account Payable Contact: Tel: Email:

Agent 1: Tel: Email:

Agent 2: Tel: Email:

Agent 3: Tel: Email:

Agent 4: Tel: Email:

**Bank Information:**

Bank Name:

Branch Address:

Account Number(s):

**Terms and Conditions:**

* We are requesting Direct Billing to our company. All the hotel reservation requests or group operation requests sent from our company via fax, email, or text message are considered as our purchase orders.
* We accept all the rates T.E.LLC. offers to us in written format and will keep the rates confidential.
* **All invoices are payable upon receipt**. Past Due Accounts over 30 days are subject to suspension of billing privileges and 1.5% interest charges over 30 days past due until account has been settled.
* We authorize T.E.LLC. to charge the credit card (see Appendix A.) for full invoice amount plus 3% processing fee if any invoice is 60 days past due. That includes all the past due invoices before today’s date.
* If we fail to make the payments or the below credit card is declined, the owner of our company will be responsible for making the full payment plus any processing fees within 60 days.

**I have read and agree to the above terms and conditions.**

**I hereby certify that the above and attached information is true and correct.**

Print Name: Date:

Authorized Signature: Title:

**Leave below blanked**

**Credit line requested: USD $**

**Credit line approved: USD $**

|  |  |  |
| --- | --- | --- |
| **Operation Manager** | **Accounting Manager** | **General Manager** |
|  |  |  |

**Appendix A.**

**Credit Card Information:**

Card Holder’s Name:

Billing Address:

Card Number: Security Code: Exp Date:

**Appendix B.**

**Photo Copy of Both Sides of Credit Card Here:**

|  |  |
| --- | --- |
|  |  |

**Photo Copy of Company Owner’s Driver’s License Here:**

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| --- | --- |
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