



Thos. Somerville Co.

Distributors of Plumbing, Heating & Air Conditioning Supplies

CREDIT APPLICATION INSTRUCTIONS

1. Please fill out the application completely.
2. You may use your standard reference form, however we will still need the Applicant and Principal/Officers section filled out completely, and the **Terms and Conditions of Sale signed by the owner or authorized Officer of the company.**
3. Thos. Somerville Co. requires at least 3 business references to respond to our requests in order to be processed.
4. Please send a copy of your tax exempt certificate form, if applicable.
(note: We cannot accept Sales and Use Tax license.)
5. If you have an order pending please include the name of the contact person who's assisting you along with the order.
6. Please fax your application to (301) 390-1108. Mail in the original business credit application to our corporate office at:

Thos. Somerville Co.
Attn: Credit Dept.
16155 Trade Zone Ave.
Upper Marlboro MD 20774

If you have any questions, please call our Credit Dept. at (301) 430-2985.

Thank you for your interest in the Thos. Somerville Co. By following these instructions we will be able to set your account up as quickly as possible.

We will contact you as soon as your account is set-up and send you additional information in the mail.

Green since 1861, Thos. Somerville Co.

16155 Trade Zone Avenue, Upper Marlboro, Maryland 20774 Phone 301-390-9575 Fax 301-390-1108