



Welcome to RGH Lighting LLC!

Enclosed is an application for an open account at RGH Lighting, please fill them out completely and as accurately as possible.

If you are exempt from New York Sales Tax please supply us with a copy of form ST-120 or ST-121, both of which are available online on the New York State Department of Taxation and Finance website.

Some general policies of having an open account:

- Terms are Net 30 days, please make payment on time. All invoices are mailed within one week of the invoice date and statements of your account once monthly. If you find a billing error, you may contact our billing department at anytime and we will gladly assist you.
- A valid, and authorized, credit card number and expiration date is required on their application.
- All applicants must provide a certificate of insurance. If this is unavailable a hold must be placed on the credit card provided with the replacement value of the rental.
- You are responsible for the full replacement value of the equipment (if lost, stolen, broken, etc.), even in the presence of a RGH employee.
- Balances that are over 60 days past due will be subject to a 1.5% service charge per month for each month after.
- Past due accounts exceeding 60 days will be suspended from service until account is current.
- If your account information changes, you are responsible for contacting us in a timely matter. Accounts that are inactive for one year will be closed and a new application must be filled out in its entirety.
- Accounts are subject to credit limits. If this is exceeded the remaining amount may be held on your credit card account.
- There is a \$25 fee for returned checks.

The above terms and conditions may be amended at any time without prior notice. Please contact our accounting department with any questions. By signing below, you have read, understood and are agreeing to comply these terms and conditions.

Printed Name: _____

Applicant Signature: _____ Date: _____

We look forward to working with you!