

Sample Bookstore Credit Sheet

General Information

Business Legal Name

Business Mailing Address

Business Phone

Business Website

Owner Name/Contact

SAN#: [if have one]

D&B#: [optional but free to get]

State & resale #: [if applicable]

ABA #: [if applicable]

Banking References:

Bank Name

Branch Address

Branch Phone Number

Branch Manager or Contact

Business checking #: [all accounts]

Business savings #: [all accounts]

Business loan #: [if applicable]

Trade References:

Reference #1

Remit address for bills

Main Phone:

Account #

Reference #2

Remit address for bills

Main Phone:

Account #

Credit Rep Name

Credit Rep Phone w extension

Credit Rep email address

Credit Rep Name

Credit Rep Phone w extension

Credit Rep email address

Reference #3

Remit address for bills

Main Phone:

Account #

Credit Rep Name

Credit Rep Phone w extension

Credit Rep email address