

CREDIT APP

All fields must be filled out, credit applications missing any information will not be considered

Business Contact Info

Business name		DBA	
Address			
City, State Zip			
Is business incorporated	If yes, under laws of which state		DUNS Number
# of employees	# of locations	Years in business	Last year's revenue (apprx)
How did you hear about Kotis			

Accounts Payable Info

A/P contact name		Title	
A/P email		A/P phone	
Credit limit requested \$	Where should we send invoices? <input type="checkbox"/> Client Portal <input type="checkbox"/> Email:		
Are purchase orders required? <input type="checkbox"/> Yes <input type="checkbox"/> No We require an official purchase order document when billing against a purchase order			
Method of payment <input type="checkbox"/> ACH (preferred) <input type="checkbox"/> Check See page 2 for details. Credit card is not an option for terms.			

Bank Info

Bank name		Account number	
Bank contact		Phone	

I authorize Kotis Design to withdraw funds from the bank account listed above if undisputed invoices are 30 days or more past due.

Business References

1) Business name	Phone	Contact name
2) Business name	Phone	Contact name

Agreement

By signing below I agree that I have the authority to bind my organization to this agreement.
All information regarding the entity named above (the "Business") is accurate to the best knowledge of the individual signing below. Business authorizes Kotis Design ("Kotis") to verify the above stated information from any source named herein or otherwise.
Business agrees to make payments based on the terms specified on the invoices from Kotis, and pay interest on payments past due at 5% per month. Should Kotis require the services of attorneys to collect payments, Business agrees to pay reasonable legal and court fees. This agreement shall be governed by the laws of the State of Washington.

Signature	Date
Printed Name	Title

Must be signed by an officer of the company or a CPA, controller, etc
The information specified herein is for Kotis Design LLC internal use only, and will not be shared with any 3rd party for any reason.

ACH + CHECK PAYMENTS



kotisDESIGN LLC

PO Box 24003
Seattle, WA 98124-0003

CHECK PAYMENTS

PO Box 24003
Seattle, WA 98124-0003

ACCOUNTING CONTACT

Heather Conrad – Accounting Manager
accounting@kotisdesign.com
206.466.1811

BANK

Banner Bank Bel-Red-Road Branch
13033 Bel-Red Road NE
Bellevue, WA 98005

ACH Routing #	323371076
Bank Account #	4606265006
SWIFT Code	BNNEUS66XXX
Currency	USD

Remittance information must be sent to accounting@kotisdesign.com

Kotis Design W9: <https://go.kotisdesign.com/w9>

Kotis Design authorizes our customers to make electronic payments directly into our bank account.