



Griffith Electric Supply Co., Inc.  
5 Second Street  
Trenton, NJ 08611  
Tel: 609-695-6121 Fax: 609-695-7608  
E-Mail: jkennedy@griffithelec.com

## CHARGE ACCOUNT - FACT SHEET

In good faith, immediately upon receipt of a **completed** credit application, Griffith Electric will open a charge account for your company with an *initial* credit limit of \$500. You may purchase goods up to this amount and a bill will be sent to your company at a later date. The initial credit limit may be raised once the application has been reviewed at our main office.

### CREDIT

**APPLICATION:** Completed credit applications may be faxed or mailed directly to our main office at:

**5 Second Street  
Trenton, NJ 08611  
Fax: 609-695-7608  
Attn: Jackie Kennedy, Credit Manager**

**Please note:** *To qualify for the initial \$500 credit limit, all fields of the application must be completed and the application signed by an authorized individual.*

**INVOICES:** Invoices will be mailed, faxed or E-mailed to your company on the day after material is picked up or delivered. Payment and discount terms appear at the bottom of each invoice.

**STATEMENTS:** A monthly statement will be mailed, faxed or E-mailed to your company. This statement will list un-paid invoices and service charges only.

**CREDIT LIMIT:** Once our credit manager has reviewed the completed application, you will receive notification of your new credit limit and confirmation of payment terms and conditions.

**QUESTIONS:** If you have any questions regarding your Griffith Electric charge account, please feel free to contact the credit manager in our main office.

**Jackie Kennedy, Credit Manager  
Tel: 609-695-6121 ext. 224  
Fax: 609-695-7608  
E-mail – jkennedy@griffithelec.com**