

**INFORMATION SHEET FOR PREPAID ACCOUNTS**

HENSON LUMBER LTD  
P.O. BOX 340  
CRESSON, TEXAS 76035  
(817) 396-4321 PHONE (817) 396-4672 FAX

Sales Rep \_\_\_\_\_

Name of Account: \_\_\_\_\_

Building Site Address: \_\_\_\_\_  
(street) (city)

Telephone No. Home \_\_\_\_\_ Mobile \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(street) (city) (zip)

Prepaid accounts are for our customer who desires to pay in advance or cannot provide us with credit information to receive a 30 day account. **Prepaid accounts must carry a credit balance before we can ship any product.** This is not a charge account and is read by the computer system as a different account. Therefore the account is deemed closed unless it shows a credit balance. To insure a constant flow of product to your job, the suggestion is to pay approximately 10% more than your estimate total. At the completion of your job we will be glad to write you a refund check.

**SIGNED** \_\_\_\_\_

ANYONE PURCHASING ON YOUR ACCOUNT MUST BE LISTED. NO PURCHASES WILL BE ALLOWED TO UNAUTHORIZED BUYERS. **YOU WILL BE RESPONSIBLE.**  
AUTHORIZED BUYERS ON ACCOUNT \_\_\_\_\_

IS A PURCHASE ORDER REQUIRED? \_\_\_\_\_ PHONE ORDERS AUTHORIZED? \_\_\_\_\_  
ARE PURCHASES TAX EXEMPT? \_\_\_\_\_ YOUR TAX ID # \_\_\_\_\_  
IN CASE OF QUESTIONS, WHOM SHOULD WE CALL? \_\_\_\_\_

\_\_\_\_\_  
SIGNED TITLE DATE

**NOTE: ALL SPECIAL ORDERS ARE NOT RETURNABLE.**

ESTIMATE AMOUNT LUMBER PACKAGE \_\_\_\_\_

ESTIMATE AMOUNT WINDOW PACKAGE \_\_\_\_\_ **NOTE: ALL WINDOWS ARE SPECIAL ORDER**

ESTIMATE AMOUNT INT. TRIM DOOR PACKAGE \_\_\_\_\_

TOTAL OWED \_\_\_\_\_