

ATTN: Accounting Department  
RE: New Vendor Set Up

To whom it may concern:

This letter is to notify your accounting department that Hugg & Hall Mobile Storage is a separate company from Hugg & Hall Equipment.

Hugg & Hall Mobile Storage operates out of our physical location:

**6601 Scott Hamilton Drive  
Little Rock, AR 72209**

Please set up Hugg & Hall Mobile Storage as a separate vendor in your accounting system, and direct all mobile correspondence to:

**Hugg & Hall Mobile Storage  
P.O. Box 194084  
Little Rock, AR 72219-04084**

**Phone: 501.562.1267  
1.844.466.1267  
Fax: 501.562.2824**

Enclosed is a credit application for Hugg & Hall Mobile Storage. Please fill out and fax back to 501.562.2824 or mail to the address above.

If you have any questions regarding this, please feel free to call.

Sincerely,

Holly Warren  
Accounting Manager  
Hugg & Hall Mobile Storage



## CREDIT APPLICATION

DATE: \_\_\_\_\_

APPLICANT'S BUSSINESS NAME \_\_\_\_\_

IF CORP., STATE OF INCORPORATION & YEAR \_\_\_\_\_

NATURE OF ☐ INDIVIDUAL ☐ PARTNERSHIP

FEDERAL TAX ID# OR SOC. SEC. # (MUST PROVIDE OF INDIVIDUAL)

APPLICANT: ☐ CORPORATION ☐ OTHER

BUSSINESS BILLING ADDRESS (STREET, CITY, STATE, ZIP) \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

IF INDIVIDUAL, HOME ADDRESS (STREET, CITY, STATE, ZIP) \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

ADD. PHONE NUMBER: \_\_\_\_\_

BUSSINESS TYPE: \_\_\_\_\_

HOW LONG IN BUSINESS: \_\_\_\_\_

TAX STATUS: ☐ EXEMPT (IF EXMPT, CERTIFICATE & EXEMPTION LETTER **MUST** BE ATTACHED)

☐ NON-EXEMPT

NUMBER OF EMPLOYEES: \_\_\_\_\_

ESTIMATED ANNUAL SALES \_\_\_\_\_

PURCHASE ORDER REQUIRED? YES/NO \_\_\_\_\_

### CREDIT INFORMATION:

TRADE REFRENCES (MUST PROVIDE THREE)

1) BUSSINESS NAME

PHONE#

FAX#

CONTACT: \_\_\_\_\_

2) BUSSINESS NAME

PHONE#

FAX#

CONTACT: \_\_\_\_\_

3) BUSSINESS NAME

PHONE#

FAX#

CONTACT: \_\_\_\_\_

### BANK INFORMATION:

BANK NAME (CITY & STATE) \_\_\_\_\_

TELEPHONE #

CONTACT

ACCOUNT #

TYPE OF ACCT:

CHECKING SAVINGS LOAN

### OWNERS OR OFFICERS:

NAME

TITLE

ADDRESS/PHONE

NAME

TITLE

ADDRESS/PHONE

NAME

TITLE

ADDRESS/PHONE

**PLEASE READ AND SIGN THE ATTACHED TERMS AND CONDITIONS**

HUGG & HALL MOBILE STORAGE • PO BOX 194084 • LITTLE ROCK • ARKANSAS • 72219  
PHONE 501.562.1267 • FAX 501.562.2824

## AGREEMENT TERMS AND CONDITIONS

Hugg and Hall Mobile Storage shall hereinafter be named to as "Hugg and Hall Mobile Storage", and the applicant shall be referred to as "Customer". The Customer desires to purchase goods and services from Hugg and Hall Mobile Storage and, in consideration thereof, the Customer agrees to the following terms and conditions:

1. Based on the information provided in this Application and based on any financial information given to Hugg and Mobile Storage, Hugg and Hall Mobile Storage will extend credit terms to the Customer for the purchase of goods and services from Hugg and Hall Mobile Storage. The Customer hereby authorizes Hugg and Hall Mobile Storage to investigate the Customer's credit background.
2. The Customer agrees to pay any and all invoices, charges, fees, and costs that the customer incurs on its account with Hugg and Hall Mobile Storage.
3. The Customer agrees to notify Hugg and Hall Mobile Storage in writing of any dispute it has to any invoice it receives from Hugg and Hall Mobile Storage, such notification to be given to Hugg and Hall Mobile Storage within ten (10) days after the Customer's receipt of the invoice. If no notice of dispute is given, the invoice shall be deemed valid, due and owing. All sums to Hugg and Hall Mobile Storage shall be paid in accordance with the terms and conditions on any written quotation signed by Hugg and Hall Mobile Storage and the Customer or on the terms as stated on Hugg and Hall Mobile Storage invoice. In the absence of such express written terms, the terms will be net 30 days.
4. If the Customer fails to pay the account when due, the Customer shall pay for all costs and expenses incurred by Hugg and Hall Mobile Storage in connection with Hugg and Hall Mobile Storage's attempts to obtain payment, including fees charged by a collection agency and any other charges which may be legally charged to the Customer. If Hugg and Hall Mobile Storage refers the collection of any past due account to an attorney for collection, the Customer agrees to pay Hugg and Hall Mobile Storage's actual attorney's fees and costs, whether or not legal proceedings are filed with a Court.
5. The customer agrees that this agreement is to be construed under the laws of the State of Arkansas, and that if legal action is brought to enforce this agreement, that Pulaski County, Arkansas, shall be the exclusive jurisdiction and legal venue for said action.
6. The customer represents and warrants that all financial information provided to Hugg and Hall Mobile Storage is true and correct as of the date of this agreement and agrees to provide Hugg and Hall Mobile Storage with additional information upon request.
7. The Customer represents and warrants to Hugg and Hall Mobile Storage that it is solvent as of the date of this agreement.
8. This agreement represents the entire agreement between parties and may not be orally modified, but may only be modified by written agreement signed by all parties to this agreement.
9. If any of the terms of this agreement violates the law or is unenforceable, the rest of the agreement shall remain in full force and effect and remain valid.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

COMPANY NAME \_\_\_\_\_

HUGG AND HALL MOBILE STORAGE

SIGNATURE \_\_\_\_\_

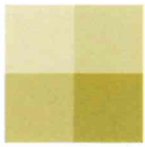
BY \_\_\_\_\_

PRINT NAME \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_



## PROPERTY DAMAGE WAIVER FORM

Due to the weight and size of our delivery vehicles and boxes, some damage may be incurred during the normal course of delivery and pick up. Hugg & Hall will not be responsible for damage to the following areas:

- Flowers
- Grass
- Trees
- Limbs
- Shrubs
- Irrigation Lines
- Sprinkler Heads & Risers
- Hose Bibs
- Sidewalks, Driveways & Curbs
- General landscaping not listed above
- Fencing
- Underground Utilities

It is the customers responsibility to remove any moveable obstructions prior to delivery and/or pick up.

By signing below, you agree to relinquish Hugg & Hall Mobile Storage of all responsibility for any damage listed above.

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Renter Signiture

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Printed Name

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Date

### Corporate Office



## **INSURANCE REQUIREMENTS**

Hugg & Hall Mobile Storage will charge a damage waiver fee on all rentals. The damage waiver fee is 12% of the total rental amount. This is to cover minor damages that may occur while the storage container or office units are on rent. In order to avoid this charge please send the following:

1. Hugg & Hall Mobile Storage must have a certificate of insurance on file in order to decline damage waiver coverage.
2. Request to decline damage waiver coverage will only be considered for charge accounts in good standing.
3. Credits for damage waiver coverage will only be retroactive to the day we received a certificate from your insurance company.
4. Certificates of Insurance must reflect a MINIMUM of \$1,000,000.00 General Liability Insurance.
5. Certificates of Insurance must indicate specific coverage of Rented/Leased Equipment.
6. The rented/leased coverage must be MINIMUM of \$100,000.00 and must cover the rental replacement cost of equipment rented/leased.
7. The rented/leased policy must list Hugg & Hall Mobile Storage as Loss Payee or Additional Insured.
8. Hugg & Hall Mobile Storage must be listed on the certificate as a Certificate Holder.
9. Certificate holder should be: Hugg & Hall Mobile Storage 6601 Scott Hamilton Drive. Little Rock, AR 72209.

Corporate Office

6601 Scott Hamilton Drive • Little Rock, AR 72209 • Office (501) 562.1267 • Fax (501) 562.2824