

THE WASHINGTON SOURCE

NEW CUSTOMER INFORMATION

PLEASE HELP US SERVE YOU MORE EFFICIENTLY
BY PROVIDING THE WASHINGTON SOURCE WITH THE FOLLOWING
INFORMATION. THIS WILL HELP PREVENT ANY UNNECESSARY DELAYS IN
RENTAL OF EQUIPMENT FOR YOUR FIRST JOB.

- 1) A WASHINGTON SOURCE CREDIT APPLICATION COMPLETED AND RETURNED. THIS WILL HELP IN EXTENDING CREDIT TO YOUR COMPANY, AND / OR YOU PERSONALLY. A VALID CREDIT CARD WILL BE REQUIRED FOR ALL FIRST TIME RENTALS, AND AS A PERMANENT PART OF YOUR APPLICATION.
- 2) A CURRENT CERTIFICATE OF INSURANCE LISTING THE WASHINGTON SOURCE, INC. AS:
 - Loss Payee and A.T.I.M.A. – Equipment insurance is to be written on a replacement cost basis. Contact The Washington Source for the specific value of your equipment package.
 - Additionally insured for general liability.
 - Hired car coverage, including physical damage for rented vehicles.
 - A security deposit of cash, check, or credit card may be required to cover the deductible of the insurance policy.
- 3) A “BLANKET CERTIFICATE OF RESALE” FOR THE “STATE” TO WHICH THE SALES TAX WOULD BE DUE, TO BE EXEMPT FROM PAYING SALES TAX. USUALLY MD., VA., OR THE DISTRICT OF COLUMBIA
- 4) IF YOUR COMPANY USES P.O. NUMBERS, ONE MUST BE FURNISHED AT THE TIME YOU APPROVE YOUR QUOTE AND CONFIRM YOUR RENTAL ORDER.

ALL NEW CLIENTS ARE C.O.D. FOR THE FIRST JOB.

THANK YOU FOR YOUR BUSINESS, AND YOUR COOPERATION.