

ACCOUNT SIGNING PERMISSION



January 12, 2017

Kilrich Customer;

Kilrich has recently had to perform a security analysis on our policies in regards to signing authority on credit accounts. The analysis stems from incidents where a former disgruntled employee of a local contractor made multiple purchases on the contractors account without the contractor's authority to use the account. As a result Kilrich has agreed to compensate the contractor and write off the materials that were fraudulently purchased.

In order to better protect both Kilrich and our customers, we will require one of the following in order for individuals to sign for materials on your account:

- 1) Official Kilrich "Account Signing Permission" form completed and signed by the account holder listing authorized purchasers. (see attached)
- 2) Copy of signed purchase order from account holder.

We would also ask that you add the e-mail address of whom you would like to receive confirmations of orders and invoices for your account. This may help aid us and you in determining if a fraudulent purchase has occurred on your account.

We our sincerely sorry for any inconvenience, we will make every attempt not to delay you or your employees when making purchases at Kilrich.

Rob Fordham
President
Kilrich Industries Limited Partnership

ACCOUNT SIGNING PERMISSION



Date: _____

I, _____ give authority for the following individuals to use the credit on my Kilrich Industries Limited Partnership account.

Account # _____.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I understand and agree that I am responsible for any and all charges, including any accrued interest that the above individuals purchase on the account.

Account holder's signature

E-mail address
