



GENERAL BUSINESS CREDIT APPLICATION

Account #: _____ Sales Rep: _____

INSTRUCTIONS: Complete all sections (missing information will delay processing). Sign appropriate sections on the form and fax to CREDIT 800.327.2679

Legal Name of Business: _____ DBA: (Same as or enter name) _____

Billing Address: _____

STREET

P.O. BOX

CITY/STATE

ZIP

Place of Business ☐ Commercial ☐ Residential DUNS# _____

Business Phone: _____ Fax #: _____ A/P Name: _____ A/P E-Mail: _____

☐ Corporation ☐ Sole Proprietor ☐ Partnership ☐ LLC ☐ Other _____

Your estimated annual sales/revenue? \$ _____ Estimated annual purchases from Copylite Products? \$ _____

Number of Employees: Office: _____ # of Technicians: _____

☐ Taxable ☐ Non-Taxable If sales tax-exempt, certificate must be provided.

PRINCIPALS:

Full Name

Home Address & Phone #

Title

- 1). _____
- 2). _____
- 3). _____

TRADE REFERENCES:

Name

Account #

Address & Phone #

Fax #

- 1). _____
- 2). _____
- 3). _____

CONDITONS AND AGREEMENT OF CREDIT SALES - CREDIT AUTHORIZATION

(MUST BE SIGNED BY AN AUTHORIZED CORPORATE OFFICER / PLEASE SEE TERMS AND CONTIDIONS ON PAGE 2)

Signature _____ Title _____ Printed Name _____ Date: _____

PERSONAL GUARANTEE

(MUST BE SIGNED BY AN AUTHORIZED CORPORATE OFFICER / PLEASE SEE TERMS AND CONDITIONS ON PAGE 2)

Guarantor's Signature: _____ Date _____ SS# _____

Guarantor's Home Address: _____ City, State & Zip: _____

Witness's signature: _____ Witness's Printed Name: _____

Bank Authorization Release Form (MUST BE COMPLETED AND FAXED TO BANK)

Company Name: _____ Account# _____

Bank Name: _____ Bank Contact: _____

Address: _____

Telephone No: _____ Fax No.: _____

I, _____, Owner/Principal/Officer of _____

Give authorization for any banking information to be released to Copylite Products:

By: _____ Title: _____ Date: _____

CONDITONS AND AGREEMENT OF CREDIT SALES

New customers must submit a **complete** Copylite Products Credit Application. Credit limits will be determined by the financial strength and payment history of the potential customer. Existing customers may be required at times to update credit information for the purpose of increasing or maintaining credit limits. **TERMS** are Net 30 from the date of invoice.

Open orders may be held in the event the existing credit limit is exceeded or in the event a customer fails to pay the invoice within terms. **LATE CHARGES** at a rate of 1.5% per month will be assessed for repetitive late accounts. **PAYMENTS** will be applied to specific invoices as indicated on the customer's remittance. A substantial charge will be assessed in the event a customer check is returned. **COLLECTION POLICY** All collection fees, court costs and interest charges will be petitioned for recovery from delinquent accounts. *Init:* _____

CREDIT AUTHORIZATION (MUST BE SIGNED)

I/We certify that the foregoing information is complete, accurate and voluntary for the purpose of obtaining credit in connection with our business. We authorize Copylite Products and its agents to investigate our credit history in any manner and from any source deemed appropriate in our circumstances. If granted credit, we agree to make payments in accordance with the company's normal terms as stated above in the "Conditions and Agreement of Credit Sales". Should I exceed my credit limit or my account becomes past due, I understand that Copylite Products has the right to refuse or cancel any orders until the account is satisfied in full. I also understand that Copylite Products has the right, to take any necessary steps to collect my account.

Init: _____

PERSONAL GUARANTEE

The obligation of the Guarantor is a primary and unconditional obligation. This obligation shall be enforceable before or after proceeding against the buyer or against any security held by Copylite Products, shall be effective regardless of the solvency or insolvency of the buyer at any time, the extension or modification of the indebtedness of the Buyer by agreement with Copylite Products or by Operation of law, or the subsequent incorporation, reorganization, merger or consolidation of the buyer or any other change in the composition, nature, personnel, or location of the Buyer. The Buyer authorizes Copylite Products to procure an investigative credit report or execute credit searches, as it deems necessary as allowed by S604 or the Fair Credit Act (Public Law 91-508) *Init:* _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+			+		
or								
Employer identification number								
			+					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,