

BUYER INFORMATION

Contact Name _____ Title _____
Billing Address _____
City _____ State _____ Zip _____
Email _____ Phone _____ Fax _____

ACCOUNTS PAYABLE INFORMATION

Accounts Payable Contact Name _____ Email _____
Full Legal Business Name _____ DBA _____
Billing Address (if different from above) _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Federal Tax ID # or SS # _____ Date Business Started ____ / ____ / ____
Number of Employees _____ Company Website _____
Tax Exempt ID # _____ *Please fax or email a copy of your tax-exempt certificate*
Are you presently 60 days or more PAST DUE with any supplier? YES NO

CARDHOLDER (GUARANTOR) INFORMATION

Name As It Appears On Credit Card _____
Credit Card Statement Address _____
City _____ State _____ Zip _____
Credit Card # _____ Security Code _____ Expiration Date ____ / ____ / ____

PRINTING FIRMS & OTHER BUSINESSES That You Or Your Company Have Purchased From In The Last THREE Years

1. Name _____ Contact _____
Mailing Address _____
Phone _____ Fax _____
2. Name _____ Contact _____
Mailing Address _____
Phone _____ Fax _____
3. Name _____ Contact _____
Mailing Address _____
Phone _____ Fax _____

OUR TERMS OF SALE: Payment is due within 30 days of invoice. A statement will be mailed at the end of each month. Invoices over 60 days old are subject to a service charge of 1½% per month (18% per year). Payments made 60 days after invoice date must include this service charge to be considered fully paid. Should legal action be necessary to collect the amounts due under the open account, all costs of collection, including a reasonable attorney's fee, will be added to the amounts due under the open account.

In consideration of your extending credit, the undersigned assumes full responsibility, and agrees to be liable for bills incurred as a result of this application. I acknowledge and accept the accompanying standard Printing Customs.

I hereby authorize the above-named firms and banking institutions to furnish information requested by The Hartley Press, dba Hartley, to process this application, and I agree that the said persons shall not be liable for any claim or damages as a result of furnishing the requested information. Any guarantor by signing this agreement personally guarantees the payment to The Hartley Press of all sums owing to The Hartley Press by applicant.

Credit Approval By _____ Date ____ / ____ / ____
Name _____ Title _____