

## **CREDIT APPLICATION CHECKLIST**

**TO EXPEDITE THE PROCESSING OF YOUR CREDIT APPLICATION, PLEASE FOLLOW THE PROCEDURES LISTED BELOW:**

- COMPLETE AND SIGN THE APPLICATION**
- COMPLETE AND SIGN THE BANK AUTHORIZATION**
- COMPLETE AND SIGN THE RESALE CARD (IF APPLICABLE)**
- INCLUDE COMPLETE ADDRESSES, PHONE NUMBERS AND ACCOUNT NUMBERS OF YOUR TRADE REFERENCES**
- LIST SOCIAL SECURITY NUMBERS AND RESIDENCE ADDRESSES FOR OWNERS/PARTNERSHIPS.**

**PLEASE NOTE:**

- ALTERED APPLICATIONS ARE NOT ACCEPTED.**

**CREDIT APPLICATION MAY BE FAXED TO (909) 859-8908**

Thank you for your cooperation

## CREDIT APPLICATION

LEGAL NAME \_\_\_\_\_ TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_  
DBA \_\_\_\_\_ FAX NUMBER ( \_\_\_\_\_ ) \_\_\_\_\_  
BILLING ADDRESS \_\_\_\_\_ SHIPPING ADDRESS \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  
STREET \_\_\_\_\_ (IF DIFFERENT FROM BILLING ADDRESS) \_\_\_\_\_ ADVERTISEMENT  YES  NO  
CITY, STATE, ZIP \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_ WEBSITE \_\_\_\_\_  
BUSINESS TYPE \_\_\_\_\_  
BUSINESS INDUSTRY \_\_\_\_\_ ESTIMATED MONTHLY PURCHASES \_\_\_\_\_ CREDIT LINE REQUESTED \_\_\_\_\_  
PURCHASE ORDER WILL BE FURNISHED:  YES  NO STATE RESALE NUMBER: \_\_\_\_\_ DATE BUSINESS ESTABLISHED \_\_\_\_\_  
LEGAL ENTITY IS:  SOLE PROPRIETORSHIP  PARTNERSHIP  CORPORATION  OWN  RENT  
NAME & ADDRESS OF LANDLORD OR MORTGAGE LENDER: \_\_\_\_\_

## Proprietors/ Partners Information

1. \_\_\_\_\_  
Name Residence Street Address, City, State, Zip Code  
2. \_\_\_\_\_  
Name Residence Street Address, City, State, Zip Code  
Social Security Numbers For Above  
Proprietors/ Partners 1. \_\_\_\_\_ 2. \_\_\_\_\_

## Corporate Information

State in Which Incorporated \_\_\_\_\_ Date of Incorporation \_\_\_\_\_  
President \_\_\_\_\_ Vice-President \_\_\_\_\_  
Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

## Bank Reference

Bank Name \_\_\_\_\_ Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Your Personal Contact \_\_\_\_\_ Type of Account \_\_\_\_\_ Account No. \_\_\_\_\_

## Credit Has Been Established At The Following

1. \_\_\_\_\_  
Firm Name Address Phone  
2. \_\_\_\_\_  
Firm Name Address Phone  
3. \_\_\_\_\_  
Firm Name Address Phone

## Please Attach Most Current Financial

All credit applications are accepted on the basis of applicant complying with our credit terms of sale, which are payment of current month charges due and payable within 10 days after end of month. Non-payment of current charges may result in an additional monthly service charge of 1 1/2 % and or withdrawal of credit privileges. This application is not transferable: if you sell your business or drop out of a partnership it is your responsibility to notify us in writing immediately.

We/I further authorize you or your agent to investigate the references or other data furnished by me or by any other person pertaining to my credit responsibility. In the event we have to engage outside representation and legal action becomes necessary I/we hereby guaranty payment of the bill, including reasonable collection fees, incurred in enforcing this agreement In accordance with state law, all purchases will be charged the appropriate amount unless a tax exemption certificate has been received.

1. \_\_\_\_\_ Date \_\_\_\_\_ 2. \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Owner, Officer Or Authorized Representative Signature of Owner, Officer Or Authorized Representative

**Authorization to Release Credit Information To:**

Bank: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Kelly Paper our supplier of paper products, is in the process of establishing/renewing credit information for the purpose of extending credit to us. To assist us in obtaining favorable credit terms with Kelly Paper in their credit investigation, we hereby authorize you to release credit information to them.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Checking Account # (s) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Personal Guaranty**

In consideration of credit heretofore or hereafter granted by Kelly Paper ("Creditor") to \_\_\_\_\_ ("Debtor"), the undersigned hereby conditionally guarantees to Creditor full payment when due of any indebtedness of Debtor (i) goods heretofore or hereafter sold or consigned to, or work-in-process identified for, Debtor by Creditor or (ii) services heretofore or hereafter performed for Debtor by Creditor, together with lawful interest from date due and all expenses of collection, including court costs and reasonable attorney's fees.

This guaranty shall be directly enforceable against the undersigned without first resorting to any remedies against Debtor. This guaranty shall be a continuing guaranty and shall remain in full force and in effect until undersigned gives written notice, by certified or registered mail, to Creditor to extend no further credit on the security of this guaranty. Such notice shall be ineffective as to any obligation (billed or unbilled) existing at the time such notice is received by Creditor. The undersigned hereby assents to all terms and conditions made or to be made with Creditor by Debtor. Any indulgenced, renewals or extensions of any indebtedness guaranteed hereby shall not release the undersigned as a guarantor hereunder.

Reference to undersigned includes each and all of the undersigned and they shall be jointly and severally liable thereunder. This guaranty shall be for the benefit of the Creditor, its successors and shall be binding upon the undersigned and their assigns, heirs, executors and other legal representatives.

Intending To Be Legally Bound Hereby, the undersigned have executed this guaranty this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Guarantor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Guarantor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Address

**Personal Guaranty**

In consideration of credit heretofore or hereafter granted by Kelly Paper ("Creditor") to \_\_\_\_\_ ("Debtor"), the undersigned hereby conditionally guarantees to Creditor full payment when due of any indebtedness of Debtor (i) goods heretofore or hereafter sold or consigned to, or work-in-process identified for, Debtor by Creditor or (ii) services heretofore or hereafter performed for Debtor by Creditor, together with lawful interest from date due and all expenses of collection, including court costs and reasonable attorney's fees.

This guaranty shall be directly enforceable against the undersigned without first resorting to any remedies against Debtor. This guaranty shall be a continuing guaranty and shall remain in full force and in effect until undersigned gives written notice, by certified or registered mail, to Creditor to extend no further credit on the security of this guaranty. Such notice shall be ineffective as to any obligation (billed or unbilled) existing at the time such notice is received by Creditor. The undersigned hereby assents to all terms and conditions made or to be made with Creditor by Debtor. Any indulgenced, renewals or extensions of any indebtedness guaranteed hereby shall not release the undersigned as a guarantor hereunder.

Reference to undersigned includes each and all of the undersigned and they shall be jointly and severally liable thereunder. This guaranty shall be for the benefit of the Creditor, its successors and shall be binding upon the undersigned and their assigns, heirs, executors and other legal representatives.

Intending To Be Legally Bound Hereby, the undersigned have executed this guaranty this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Guarantor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Guarantor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Address

**CLIENT RELEASE AUTHORIZATION FORM  
For use of Consumer Credit Reports**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt./Space # \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

SS# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**JOINT SPOUSE REPORT**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt./Space # \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

SS# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The undersigned hereby consent(s) to the use of a non-business consumer credit report on the undersigned in order to further evaluate the creditworthiness of the undersigned as principal(s) proprietor(s) and or guarantor(s) in connection with the extension of business credit as contemplated by this credit application. The undersigned hereby authorize(s) \_\_\_\_\_ to utilize a consumer credit report on the undersigned from time to time in connection with the extension or continuation of the business credit represented by this credit application. The undersigned as (an) individual(s) hereby knowingly consent(s) to the use of such credit report consistent with Federal Fair Credit Reporting Act as contained in 15 U.S.C.@1681 et seq.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Terms and Conditions of Sale

1. Seller shall have no liability to Buyer for loss or damage arising out of delay in shipment, partial shipment or non shipment if caused by contingencies beyond Seller's control, including without limitation, acts of God, fires, floods, labor disputes, governmental action and inability to obtain materials, supplies equipment or transportation.
2. Buyer shall pay all taxes and charges of any nature imposed by any federal, state or local government authority by reason of sale or delivery of the goods described herein, whether levied or assessed against Seller, Buyer or the goods. Such applicable taxes or charges, if not included in this invoice, shall be invoiced separately.
3. No merchandise will be accepted for return and/or credit without the prior consent of the Seller. All of the following conditions must be met before any consideration will be given to a return and/or credit.
  - a. Buyer, within 15 days after delivery, except for concealed damage existing at the time of purchase has notified Seller of the claimed failure of the goods to conform to the description;
  - b. Goods have not been cut, ruled, printed or otherwise processed;
  - c. Seller has given instructions for the return of goods; and
  - d. Merchandise when returned is in saleable condition.
  - e. All returned merchandise accepted as an accommodation to the Customer will be credited at 90% of the purchased price.
4. If the goods were obtained for Buyer on special order, no returns will be accepted unless the conditions in paragraph 3 have been satisfied and unless Seller's supplier has consented to accept return of goods. Buyer will be responsible for any and all additional charges including but not limited to freight, re-stocking charges, convenience fee, duties, tariffs, taxes, etc.
5. There are no warranties which extend beyond the description on the face hereof and Seller's liability is expressly limited to the value of any goods described herein which fail to conform to the description and, at Seller's option, to effect replacement of such good or credit Buyer (if the purchase price has not been paid) or make repayment of an amount equivalent to the purchase price.
6. All checks will be received and credited subject to final clearance at par. Notwithstanding any other terms of payment specified, any amounts owing Seller shall be due and payable immediately if: (i) Buyer ceases doing business, terminates its existence or enters into liquidation; (ii) Buyer becomes insolvent; (iii) a receiver is appointed to hold, manage or operate Buyer's property or business; (iv) there is an assignment of Buyer's property or business for the benefit of creditor's; or (v) proceedings are instituted by or against Buyer under any bankruptcy or insolvency law.
7. Prices are subject to change without notice.
8. Unless otherwise indicated on the order all shipments are F.O.B. shipping point.
9. Credit terms of sale are NET 10th PROX. Due and payable within 10 days after the end of the month.
10. 1.5% late charge per month on past due balances.
11. On all C.O.D. shipments a \$10.00 collection charge will be made.
12. In the event suit is necessary to enforce collection hereof, purchaser agrees to pay a reasonable attorney fees and any court cost incurred thereby.
13. Minimum order for delivery is \$250.00. An additional fuel-surcharge may be applied.

**Kelly Paper**

# Resale Certificate

Name of Purchaser \_\_\_\_\_

Address of Purchaser \_\_\_\_\_

Phone Number \_\_\_\_\_

**I HEREBY CERTIFY:**That I hold a valid seller's permit No. \_\_\_\_\_  
issued pursuant to the Sales and Use Tax Law; that I am engaged in the business of selling \_\_\_\_\_

That the tangible personal property described herein which I shall purchase from: KELLY PAPER, INC. will be resold by me in the form of tangible personal property, provided, however, that in the event any of such property is used for any purpose other than retention, demonstration, or display while holding it for sale in the regular course of business, it is understood that I am required by the Sales and Use Tax Law to report and pay tax, measured by the purchase price of such property Description of property to be purchased:

 Copy Paper Other Printing Papers Packaging Material Graphic Arts Supplies Equipment Other \_\_\_\_\_\_\_\_\_\_  
(Signature of Purchaser or Authorized Agent)\_\_\_\_\_  
(Date)