



CUSTOMER ACCOUNT INFORMATION

FAX COMPLETED FORM TO 804-545-9886

COMPANY _____ PHONE _____
DBA _____ FAX _____
MAILING ADDRESS _____ PHYSICAL ADDRESS _____
CITY _____ STATE _____ ZIP _____
TYPE OF BUSINESS: [] PROPRIETORSHIP [] PARTNERSHIP [] CORPORATION DATE STARTED _____
FEIN _____ INDUSTRY _____
PRINCIPALS: _____ TITLE _____
_____ TITLE _____
_____ TITLE _____
A/P CONTACT: _____ PHONE _____
BANK _____ ACCT # _____
BANK CONTACT _____ PHONE _____

**NOTE: ALL CUSTOMERS MUST COMPLETE A VIRGINIA SALES TAX EXEMPTION CERTIFICATE IF THEY ARE SALES TAX EXEMPT.
OUT OF STATE EXEMPTION CERTIFICATES ARE NOT VALID IN VIRGINIA**

PAYMENT METHOD REQUESTED (INITIAL ORDERS ARE CASH OR CREDIT CARD ONLY)

- [] WIRE [] CASH WITH ORDER [] CREDIT CARD (VISA, MC, AMEX) [] ON ACCOUNT WITH CREDIT LIMIT (SUBJECT TO CREDIT APPROVAL)
TERMS REQUESTED _____ DEFAULT 1% 20, NET 30

FOR CREDIT TO BE EXTENDED, A CUSTOMER MUST COMPLETE ALL OF THE FOLLOWING AND SIGN THE CREDIT AGREEMENT BELOW:

TRADE REFERENCES: WE REQUIRE ONE ENVELOPE SUPPLIER AND ONE PRINT OR MAIL SHOP SUPPLIER

NAME _____ NAME _____ NAME _____
CITY/STATE _____ CITY/STATE _____ CITY/STATE _____
PHONE _____ PHONE _____ PHONE _____
FAX _____ FAX _____ FAX _____

CREDIT AGREEMENT: THE UNDERSIGNED HAS GIVEN THE ABOVE INFORMATION FOR THE PURPOSE OF OBTAINING CREDIT AND REPRESENTS THAT SAID INFORMATION IS ACCURATE AND COMPLETE. THE UNDERSIGNED AGREES TO PAY FOR SUCH MATERIALS AND/OR SERVICES BY ALL THE TERMS AND CONDITIONS OF THE INVOICES. FAILURE TO PAY INVOICES IN A TIMELY MANNER MAY RESULT IN THE CUSTOMER'S ACCOUNT BEING PLACED ON HOLD AND FURTHER PROCESSING OF ORDERS BEING STOPPED. COLORTREE INC. OF VIRGINIA WILL NOT BE HELD LIABLE FOR ANY DAMAGES DUE TO FAILURE TO COMPLETE ORDERS IN A TIMELY MANNER AS RESULT OF ACCOUNTS BEING PLACED ON HOLD. IN THE EVENT OF DEFAULT, THE UNDERSIGNED AGREES TO PAY 35% ATTORNEY'S FEES AND ANY OTHER COSTS INCURRED IN COLLECTIONS. IT IS AGREED THAT VENUE IN ANY LEGAL ACTION SHALL BE IN THE COUNTY OF HENRICO, VIRGINIA.

THIS AGREEMENT SHALL REMAIN IN EFFECT AS LONG AS THE UNDERSIGNED SHALL REMAIN INDEBTED TO COLORTREE INC. OF VIRGINIA.

FIRM NAME _____
BY _____
TITLE _____
DATE _____