

CREDIT APPLICATION

DELUXE SMALL BUSINESS SALES, INC. deluxe.com/products FEIN: 20-2945889	Deluxe Corporate: 3680 Victoria St N Shoreview, MN 55126 DIRECT ALL CORRESPONDENCE/REMIT PAYMENT TO: Deluxe 138 Park Avenue Ste. 300 Winder, GA 30680 P: 855.833.5893 E: productinfo@deluxe.com
Items marked [*] are REQUIRED. ORDER ID OR DELUXE CUSTOMER NUMBER (if known):	
Business Contact Information	
[*]Legal Company Name:	
[*]DBA:	[*]Contact Name:
[*]Phone: Fax:	[*]E-mail:
[*]Registered company address:	
[*]City:	[*]State: [*]ZIP Code:
Date business commenced:	
[*]Sales tax exempt? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No (if Yes, please supply state exemption certificate or uniform exemption certificate)	
Sole proprietor/partnership: [<input type="checkbox"/>]	LLC: [<input type="checkbox"/>] Corporation: [<input type="checkbox"/>] State of Incorporation: Other:
[*]Federal Tax ID:	DUNS#: [*]PO# Required For Purchase: [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
Principals Information: (Sole Proprietors/Partnerships Only)	
Name:	SS#: Title:
Name:	SS#: Title:
Name:	SS#: Title:
Account Billing Information:	
[*]Primary mailing/billing address (if different from above):	
[*]City:	[*]State: [*]ZIP Code:
[*]Preferred method of receiving invoices: [<input type="checkbox"/>] Mail [<input type="checkbox"/>] Email [<input type="checkbox"/>] Fax [<input type="checkbox"/>] Other _____	
[*]AP Phone:	AP Fax: [*]AP E-mail:
Credit References: Please provide at least 3 business credit references with whom you have net payment terms:	
1) Company Name:	Phone #:
Contact Name:	Fax #:
Address:	
City:	State: Zip Code:
Account #:	Email:
2) Company Name:	Phone #:
Contact Name:	Fax #:
Address:	
City:	State: Zip Code:
Account #:	Email:
3) Company Name:	Phone #:
Contact Name:	Fax #:
Address:	
City:	State: Zip Code:
Account #:	Email:
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Bank References:

1) Bank Name:	Account #:	Acct Type:
Contact Name:	Phone:	Fax:
Email:		
Bank Address:		
City:	State:	Zip Code:
2) Bank Name:	Account #:	Acct Type:
Contact Name:	Phone:	Fax:
Email:		
Bank Address:		
City:	State:	Zip Code:

[*]Authorization to Release Bank/Credit Information: Must have physical signature of owner, principle, or other authorized signatory for accounts listed.

I hereby authorize you to release information regarding my account(s) to Deluxe Small Business Sales, Inc. for the purpose of obtaining credit.

Signature: _____

Name: _____

Title: _____

Date: _____

BANK REPRESENTATIVE USE ONLY:**CHECKING/SAVINGS ACCOUNT**

Date Account Opened: _____ Average Daily Balance: _____

Returned Items? : Yes No Date of Last Returned Item (if Yes): _____

LOANS

Date Opened: _____ Monthly Payment Amount: _____

High Credit: _____ Current Balance: _____

Remarks: _____

Completed By: _____ Title: _____

Please return via fax to 800.734.2179, Attn: Accounting or via email to customerbilling@deluxe.com

TERMS AND CONDITIONS

Terms of Sale	All invoices are due and payable within 30 days from date of invoice. <u>Terms shown on invoices supersede any terms shown on your purchase orders or otherwise expressed.</u>
Maintenance of Credit	Continuation of credit terms is a privilege contingent on your keeping your account current. Should your account become delinquent or your financial status change, we reserve the right to change or withdraw credit terms and/or suspend shipments to you.
Accommodations	Should it be necessary to prevail upon an outside agency for assistance in collection of an outstanding balance, Deluxe will be entitled to and expect payment of such fees as part of the outstanding balance.
Service Charges	A service charge may be assessed on past due balances at the rate of 1.5% per month or the maximum rate allowed under applicable law.
Customer Claims	All deduction claims must accompany invoice payment and be detailed in writing to determine validity of claim. Post-audit claims for more than the thirty (30) days prior will not be investigated or allowed.
Lost Shipments	Deluxe is not liable for shipments damaged or lost in transit. Claims must be filed with the carrier. Even though Deluxe terms are F.O.B shipping point, we will file tracers on the customer's behalf if proof of delivery is requested in writing within 30 days of the invoice date. If the proof of delivery states that the merchandise was received, processing fees may apply.
Return Policy	No returns will be accepted without prior written authorization. Authorization will not be given for returns after thirty (30) days from the date of the invoice. In some cases, returns may be subject to handling and/or restocking fees.
Copyrights	Customer acknowledges and warrants that all images supplied for reproduction, either digitally or conventionally, are unencumbered by copyright or any other usage right connected to the image(s) under either U.S. or international law and further agrees to hold harmless and indemnify Deluxe Small Business Sales, Inc. for all claims and expenses, no matter how described or designated, including attorneys' fees and/or costs, for any actions at law or equity that may result from the use of these images.
Taxes	Pursuant to relevant state laws, sales taxes will be collected in all appropriate situations unless tax exemption certification is received prior to the date of the invoice.
Reservation of Rights	Customer expressly agrees that Deluxe Small Business Sales, Inc. retains all rights inherent to it as a manufacturer and/or distributor of products, goods and/or services, including, without limitation, the right to raise or lower prices, discontinue product items or lines, offer or modify sales pricing and to extend special pricing consideration to particular customers, all without notice and without limitation.
Quality Guarantee	We guarantee the quality and accuracy of our products. We take responsibility for product and print quality. You are responsible for art and ad copy that you have supplied and have approved.
Severability	You agree that if any court of competent jurisdiction should find any or parts of these Terms and Conditions is in violation of any applicable state or federal law or laws, that the remainder of the Terms and Conditions shall not be affected, except as directly impacted by the omission of the offending section(s) and shall be interpreted, as far as legally possible, to give full force and effect to said remaining sections.

I hereby state and attest that everything that is stated in this credit application is true and correct to the best of my knowledge. I understand that Deluxe Small Business Sales Inc. will retain this credit application and I hereby authorize Deluxe Small Business Sales Inc. to use it for any and all lawful purposes. Deluxe Small Business Sales Inc., its agents, officers, attorneys, etc., no matter how described or designated, are hereby authorized to check my/our credit history and/or practices and to answer and questions about Deluxe Small Business Sales Inc. credit experience with us/me. Deluxe Small Business Sales Inc., its officers, agents, attorneys, owners, principals, etc., no matter how described or designated, is and are specifically released from any and all liability against them resulting from or attached to their collection and/or dissemination of any information contained in this credit application or obtained during or as part of any credit investigation or as part of any report to any person, entity or agency.

Sign Here: _____ Date: _____
Print Name: _____ Title: _____

PERSONAL GUARANTEE AGREEMENT

I/We request that Deluxe Small Business Sales, Inc. (referred herein as creditor), grant credit to _____

_____ (referred to herein as the debtor), and

in consideration of such credit I/We agree as follows:

1. I/We guarantee unconditionally and promise to pay creditor all debtor's indebtedness to creditor, without limitation as to amount.
2. The indebtedness shall include only that indebtedness incurred on or after the date of this guarantee
3. This is a continuing guarantee and until revoked shall cover future indebtedness arising under successive transactions that shall either continue the indebtedness or, from time to time, renew it after it has been satisfied.
4. This agreement shall inure to the benefit of creditor, its successors and assigns, and shall bind heirs, executors, administrators and assigns.
5. I agree to pay my creditor reasonable attorney fees and all costs and other expenses uncured by it in collect any indebtedness of debtor hereby guaranteed or in enforcing this guarantee against me/us.
6. This continuing guarantee shall remain in full force until and unless I/we deliver to creditor, by certified mail, return receipt requested, written notice revoking this guarantee. Such revocation shall not affect any of my/our obligations with respect to such indebtedness incurred prior to revocation.
7. This liability of the undersigned shall not be impaired, altered or otherwise affected by any renewal, modification, compromise or discharge of the indebtedness or any part thereof.
8. Creditor may cease further sales and deliveries at any time, but agrees that it will, upon written request, furnish to the undersigned a complete statement of the amount of the indebtedness covered by this guarantee and then unpaid.
9. This applicant and the undersigned have given the above information to induce you to furnish materials and/or services on credit and represents that said information is accurate and complete.
10. The personal guarantee would not be enforced before an invoice reached 120 days past due.

Sign Here: _____ Date: _____

Print Name: _____ Title: _____