



Phone (800) 554-0127
 Fax (800) 734-2179
sales@inkhead.com
www.InkHead.com

CREDIT APPLICATION	Deluxe Small Business Sales, Inc. dba InkHead 138 Park Ave. Ste 300 Winder, GA 30680
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ORDER ID OR INKHEAD CUSTOMER NUMBER (if known):

General Information*

Business Name:			
Primary Contact Name:		Title:	
Phone:	Fax:	E-mail:	
Address:			
City:		State:	ZIP Code:
Date business commenced:			
Sole proprietorship: <input type="checkbox"/>		Partnership: <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 (SSN only applies to Sole Proprietors/Partnerships)

Name:	SS#:	Title:
Name:	SS#:	Title:
Name:	SS#:	Title:

Billing Information*

Billing address (if different from above):		
City:		State:
Accounts Payable Contact Name:		ZIP Code:
AP Phone:	Invoice by: <input type="checkbox"/> Mail <input type="checkbox"/> Email	E-mail:

Credit References Please provide at least three business credit references.

1) Company Name:		Phone #:
Contact Name:		Fax #:
Address:		
City:		State:
Account #:		Zip Code:
Email:		
2) Company Name:		Phone #:
Contact Name:		Fax #:
Address:		
City:		State:
Account #:		Zip Code:
Email:		
3) Company Name:		Phone #:
Contact Name:		Fax #:
Address:		
City:		State:
Account #:		Zip Code:
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 (An authorized signatory on the account should sign and date below.)

I hereby authorize you to release information regarding my account(s) to InkHead, 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: Andrea Boyd or via email to aboyd@inkhead.com.



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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, InkHead 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	InkHead is not liable for shipments damaged or lost in transit. Claims must be filed with the carrier. Even though InkHead 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, there will be a \$25 processing fee.
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 InkHead 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 InkHead 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	Customer agrees 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. dba InkHead will retain this credit application and I hereby authorize this application's use for any and all lawful purposes. InkHead, 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 InkHead's credit experience with us/me. InkHead, 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
(not required for incorporated entities)

I/We request InkHead referred herein as creditor, to grant credit to _____ referred to herein as the debtor, and in consideration of such credit, I agree with the creditor 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: _____

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PLEASE NOTE:

Any extension of credit terms granted to the named applicant is valid only for purchases made with InkHead, and is not transferrable to other Deluxe Small Business Sales, Inc. or Deluxe Corporation business units.