



PrimeSource, LLC  
 5015 N. Capitol Avenue  
 Bloomington, IN  
 47404

812-876-1143 Local  
 888-215-3102 Toll-free  
 812-876-1162 Fax  
 www.primesourcellc.com

Your  
 Independent  
 Office Products  
 Dealer

## CUSTOMER PROFILE FOR ESTABLISHING AN ACCOUNT

Please complete and fax to number shown above or email to sales@primesourcellc.com.

### Customer Information:

Company Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### References:

Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Acct.#: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Address (if different): \_\_\_\_\_ Same as above   
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Acct.#: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

President, Owner or Administrator:  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Acct.#: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Accounts Payable Mgr: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Acct.#: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dun & Bradstreet No.: \_\_\_\_\_

Organizational Information:  
 Corporation  Partnership  Proprietorship

**Bank Reference:**  
 Name of Bank: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Bank Officer: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Acct.#: \_\_\_\_\_

Nature of business? \_\_\_\_\_

How long in business? \_\_\_\_\_ years

Approximate number of employees at your location?  
 1-5  6-15  16-50  50-100  100+

### AUTHORIZATION FOR BANK CREDIT INQUIRY:

Do you require use of P O numbers?  Yes  No

I hereby authorize (Name of Bank) to reveal normal credit information to the credit department of PrimeSource, LLC for the purpose of consideration of the establishment of trade credit.

Tax exempt?  Yes  No Please be sure to send a copy of your tax exempt form.

What are your estimated monthly credit requirements (or requested credit requirements) from PrimeSource LLC?  
 \$ \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Profile must be filled out completely to be processed.



## TERMS AND CONDITIONS OF SALE

**TERMS** — Payments on all accounts and charge sales are due and payable within fifteen days of date of invoice. A service charge of 18% per annum (1-1/2% per month) will be applied to any balance outstanding more than 30 days, cumulative for any month or portion thereof, in which a balance remains outstanding. Minimum finance charge is \$1.00. Discounts on charge sales are conditional upon prompt payment as above. A reasonable attorney's fee will be assessed in the event collection is required. Payment by check is a charge sale subject to this agreement. A twenty-five dollar fee will be charged for any dishonored check.

**BACK ORDERS** — All temporary out-of-stock merchandise will be automatically back-ordered unless otherwise notified. Back orders will be priced at prices prevailing at the time of shipment.

**ALL CLAIMS FOR DISCREPANCIES OR DAMAGES MUST BE MADE WITHIN 2 DAYS AFTER DELIVERY** — All requests to return merchandise must be made within 7 days after delivery. All returned merchandise must be in the original factory carton with all packing and warranty material. We cannot accept return of any merchandise for credit without our prior permission.

**CUSTOM AND SPECIAL ORDERS** — Custom-order and special-order products, e.g., custom stamps, imprinted or dated products, and products ordered which are not shown in our catalogs may not be returned.

**FURNITURE AND MACHINE ORDERS** — Furniture and machine orders are subject to the terms and conditions of Sale and Security Agreement, a separate document required at the time a furniture or machine order is submitted.



PrimeSource, LLC  
5015 N. Capitol Ave.  
Bloomington, IN  
47404


812-876-1143 Local  
888-215-3102 Toll-free  
812-876-1162 Fax  
[www.primesourcecellc.com](http://www.primesourcecellc.com)


Your  
Independent  
Office Products  
Dealer


Effective dated May 27, 2009, this statement of terms supersedes all previous such statements either written or implied. The terms and conditions of sale are subject to change without notice.

Any firm, partner, or officer signing this application acknowledges that all statements are materially true and that he is authorized to make this application.

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

 Printed Name: \_\_\_\_\_

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

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

