



# Business Credit Application

Complete and Fax to: 317-631-1130 Attention: Credit Dept.

Or Mail to:

Marbaugh Reprographic Supply Co.  
801 North Capitol Ave.  
Indianapolis, IN 46204  
Phone 317-631-1000  
Attention: Credit Dept.

Date \_\_\_\_\_  
Legal Business Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Billing Address (if different from above) \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax \_\_\_\_\_  
Billing Contact \_\_\_\_\_  
Type of Business \_\_\_\_\_

Credit Desired \$ \_\_\_\_\_

Taxable  Non-Taxable   
(Attach ST-105 certificate)

Corporation   
Date of Incorporation \_\_\_\_\_  
Partnership   
Proprietorship  Ltd. Partnership   
Governmental Agency   
Fed ID or SS# \_\_\_\_\_

Are Purchase Orders Required by your Firm? Yes  No

### Names of Owners, Partners or Officers:

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

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

### Banking Information:

Name of Bank \_\_\_\_\_  
Bank Officer Name and Phone # \_\_\_\_\_  
Checking Acct. # \_\_\_\_\_ Savings Acct. # \_\_\_\_\_ Loan Acct. # \_\_\_\_\_

### Principal Suppliers:

Name:	Contact:	Phone:	Fax:
1.) _____	_____	_____	_____
2.) _____	_____	_____	_____
3.) _____	_____	_____	_____

It is agreed that the undersigned is an authorized buyer for said company, and will pay all invoices in accordance with the stated terms.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

See Reverse for Terms and Conditions & initial to accept those terms INITIAL: -----

Undersigned personally guarantees prompt payment & performance of all terms & conditions of buyer

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Terms and Conditions of Sale

1. Our standard Terms of Sale are Net 30 days.
2. A service charge of 1 ¾% monthly (21% annually) will be added to all past due balances.
3. Statements are sent monthly to accounts with a past due balance. We ask that payment be made from Invoice.
4. Credit may not be extended to accounts with past due balances, and the account may be placed on C.O.D.
5. Promised payments not received may result in orders being held.
6. Accounts on C.O.D. with an outstanding balance, may be required to pay 10% of the past due balance on each C.O.D. order.
7. Merchandise may not be returned without prior authorization, and may be subject to a 15% restock charge.
8. Customer agrees to pay costs of collection, including attorneys' fees and court costs, incurred by Marbaugh Reprographic Supply Co., Inc. Customer agrees to jurisdiction of Indiana State Courts and venue in Marion County, Indiana.
9. Prices of products and services are subject to increase by manufacturer unless otherwise stated.
10. Partial shipments will be invoiced.
11. If buyer is a business entity, the Principal guarantees payment and compliance of all terms of sale.
12. There is a \$12.50 minimum charge for all billings to account. The minimum billing is \$7.50 if paid for at time of service.