

The credit approval process is your vital first step toward a mutually beneficial business relationship with Melmarc. Establishing open terms will allow the most efficient method of product purchase and delivery.

Please read and complete the enclosed forms carefully. For your reference, they include the following:

**1. ACCOUNT APPLICATION**

Standard information about your company, trade and bank references, and your signature indicating acceptance of the stated terms and conditions.

**2. CERTIFICATE OF RESALE**

Provide your seller's permit number for product purchased for resale. Please remember that samples, artwork, art production time, etc., are subject to sales tax.

**3. CREDIT CARD AUTHORIZATION**

Provide your credit card information and your signature authorizing Melmarc to charge a specified amount to that card.

You may FAX these documents to (909) 391-7610 to expedite the approval process or mail documents to:  
Melmarc Products 752 South Campus Ave Ontario, CA 91761, Attn: Credit Department.

With the cooperation of your bank and trade references, we will do our best to process your credit application quickly. However, until we have received, processed and approved your application, payment in advance is required. Melmarc accepts Visa, MasterCard, American Express or Cashier's Check. An additional fee of 3% will be added to all orders paid with a credit card. Company Checks are accepted on approved, NET term orders only.

Please direct your questions to the Credit Department to (909) 212-8900, Ext. 1136. We appreciate the opportunity to provide our services.

In addition, the remaining page outlines supplemental information that will further enhance our ability to serve your needs. If you have a formal Vendor Compliance Manual, or similar document, please include a copy with your credit information. Otherwise, please consider the following list and provide us with all applicable information as soon as possible:

- Company Policies  
Terms & conditions, payment methods & procedures, confidentiality, or chargebacks.
- Production Planning & Work In Process  
Shipping schedules, PO log, Production or Delivery Change Notification.
- Delivery Procedures  
All required documentation.
- Production Approval and Sample Requirements  
Fabric, trim, product development, or quality assurance.
- Delivery Procedures  
Advanced Ship Notification, packing slip.
- Packing Standards  
Carton size, maximum weight, packing requirements, carton marking
- Finishing Standards  
Barcode labels, hangtags, header card, polybags.
- International Shipping  
Required export documentation.



## ACCOUNT APPLICATION

### CUSTOMER INFORMATION

LEGAL BUSINESS NAME

ADDRESS

CITY

STATE

ZIP

TEL

FAX

TYPE OF ENTITY

SOLE PROPRIETOR

PARTNERSHIP

LLC

C-CORP

S-CORP

YEARS IN BUSINESS

NUMBER OF EMPLOYEES

### PRIMARY CONTACT

NAME

EMAIL

TEL

FAX

### BANK INFORMATION

BANK NAME

CONTACT NAME

ADDRESS

CITY

STATE

ZIP

TEL

FAX

CHECKING ACCOUNT #

SAVINGS ACCOUNT #

### TRADE REFERENCE #1

NAME

ADDRESS

CITY

STATE

ZIP

TEL

FAX

TERMS

OTHER

### TRADE REFERENCE #2

NAME

ADDRESS

CITY

STATE

ZIP

TEL

FAX

TERMS

OTHER



## ACCOUNT APPLICATION

### TRADE REFERENCE #3

NAME

ADDRESS

CITY

STATE

ZIP

TEL

FAX

TERMS

OTHER

### TERMS & CONDITIONS

1. The undersigned hereby certifies that he or she is duly authorized to sign the application on behalf of Applicant/Customer and that the information contained herein for the purpose of obtaining credit is represented to be true and complete by the Applicant.
2. Applicant authorizes Melmarc to investigate all credit references and may report Applicant's performance whenever Applicant uses Melmarc as a credit reference.
3. The undersigned authorizes its trade references and bank to release complete information for the purpose of credit extension.
4. The undersigned authorizes Melmarc to obtain the necessary trade and personal credit reports at present and on a continuing basis to determine the credit worthiness of the Applicant.
5. Upon approval as an open account customer, Applicant agrees to pay Melmarc within terms (Net 15 Days). The Applicant also agrees to pay, in addition to the principal, a late charge of 1 1/2% per month on the outstanding balance, in the event the Applicant's account becomes delinquent. Applicant shall also be liable for service charges incurred for checks returned for non-sufficient funds.
6. If failure to pay causes the account to be assigned or referred to an attorney for collections, Applicant agrees to pay reasonable collection and/or attorney fees and all court costs. The venue for all state court proceedings shall be in Orange County, California.

SIGNATURE OF PURCHASER OR AUTHORIZED AGENT

DATE

NAME OF PURCHASER

TITLE

### SOLE PROPRIETORSHIP OR PARTNERSHIP

I personally guarantee all debts incurred by Applicant and hereby agree to bind myself (ourselves) to pay Melmarc on demand any sums which may become due whenever Applicant shall fail to pay the same. It is understood that this shall be a continuing and irrevocable guaranty and indemnity for such indebtedness of Applicant.

SIGNATURE OF OWNER

DATE

NAME OF OWNER

TITLE

SIGNATURE OF OWNER

DATE

NAME OF OWNER

TITLE



## CERTIFICATE OF RESALE

I HEREBY CERTIFY:

1. I hold valid seller's permit number: \_\_\_\_\_

2. I am engaged in the business of selling the following type of tangible personal property \_\_\_\_\_

3. This certificate is for the purchase from \_\_\_\_\_ of the item(s) I have listed in paragraph 5 below.

4. I will resell the item(s) listed in paragraph 5, which I am purchasing under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for sale in the regular course of my business. I understand that if I use the item(s) purchased under this certificate in any manner other than as just described, I will owe use tax based on each item's purchase price or as otherwise provided by law.

5. Description of property to be purchased for resale:

6. I have read and understand the following:

**For Your Information:** A person may be guilty of a misdemeanor under Revenue and Taxation Code section 6094.5 if the purchaser knows at the time of purchase that he or she will not resell the purchased item prior to any use (other than retention, demonstration, or display while holding it for resale) and he or she furnishes a resale certificate to avoid payment to the seller of an amount as tax. Additionally, a person misusing a resale certificate for personal gain or to evade the payment of tax is liable, for each purchase, for the tax that would have been due, plus a penalty of 10 percent of the tax or \$500, whichever is more.

SIGNATURE OF CARDHOLDER

DATE

NAME OF CARDHOLDER

TITLE



## CREDIT CARD AUTHORIZATION

### CARDHOLDER INFORMATION

CARDHOLDER NAME

CARDHOLDER ADDRESS

CITY

STATE

ZIP

TEL

FAX

### CARD INFORMATION

CREDIT CARD NUMBER

CV CODE

EXPIRATION DATE

TYPE



### AUTHORIZATION

I hereby authorize Melmarc to charge an agreed amount to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

SIGNATURE OF CARDHOLDER

DATE

NAME OF CARDHOLDER