

## CONFIDENTIAL NEW ACCOUNT APPLICATION

LEGAL NAME: \_\_\_\_\_ DBA: \_\_\_\_\_  
 BILL ADDR: \_\_\_\_\_ SHIP ADDR: \_\_\_\_\_  
 CITY, ST, ZIP: \_\_\_\_\_ CITY, ST, ZIP: \_\_\_\_\_  
 TEL NO: \_\_\_\_\_ TEL NO: \_\_\_\_\_  
 PARENT CO: \_\_\_\_\_ TEL NO: \_\_\_\_\_  
 ADDR: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**EMAIL (REQUIRED):** \_\_\_\_\_

CORPORATION \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ PROPRIETORSHIP \_\_\_\_\_  
 PRESIDENT OR OWNER: \_\_\_\_\_ CONTROLLER OR PARTNER: \_\_\_\_\_

ADDR: \_\_\_\_\_ ADDR: \_\_\_\_\_  
 SS#: \_\_\_\_\_ SS#: \_\_\_\_\_

ACCTS. PAYABLE CONTACT: \_\_\_\_\_

DO YOU USE PURCHASE ORDERS? \_\_\_\_\_ AUTH. AGENT: \_\_\_\_\_

RESALE? (Y/N) \_\_\_\_\_ RESALE #: \_\_\_\_\_ YEARS IN BUSINESS \_\_\_\_\_  
 (PLEASE COMPLETE ENCLOSED RESALE CARD)

BANK: CHECKING: \_\_\_\_\_ BRANCH: \_\_\_\_\_  
 ACCOUNT #: \_\_\_\_\_ TEL NO: \_\_\_\_\_

DUNN & BRADSTREET #: \_\_\_\_\_

**TRADE CREDIT REFERENCES:**

NAME _____	NAME _____
ADDR _____	ADDR _____
TEL NO _____	TEL NO _____
NAME _____	NAME _____
ADDR _____	ADDR _____
TEL NO _____	TEL NO _____

The undersigned, hereinafter referred to as customer, hereby authorizes the above named bank, trade, and /or credit references to release any such information as may be deemed necessary to establish credit with Orange Line Oil. In the event applicant is a corporation, the undersigned hereby authorizes Orange Line Oil to investigate personal credit information, as well as business credit information. Customer hereby agrees to pay all purchases from Orange Line Oil upon delivery, or on such other terms as may be offered subsequently by Orange Line Oil, in writing. All accounts past due thirty-days are subject to a 1.5% late fee, per month. Customer hereby agrees to pay any such fees that are incurred. Customer agrees to pay any reasonable attorney's fees and costs, or any other costs incurred by Orange Line Oil in connection with collection of past due amounts for purchases by customer from Orange Line Oil. In the event customer is a corporation, the undersigned individual hereby acknowledges a personal guarantee of all obligations to Orange Line Oil. Customer hereby acknowledges that Orange Line Oil retains a security interest in all products until charges are paid in full.

Signed: \_\_\_\_\_ Print Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

PROJECTED CREDIT NEEDS: \$ \_\_\_\_\_ /MO

**TO: Our Customers****RE: Orange Line Oil Credit Procedures**

When applying for credit please note the following:

- 1) All prospective customers, regardless of size, have to complete a New Account Application. If you are a D & B rated major corporation, you still need to apply for an open account so we know where to bill, who is authorized to purchase, delivery points, etc. This is data essential to efficient servicing of your account.
- 2) Please allow 5 business days for us to establish an account for you.
- 3) Please complete the enclosed resale card if applicable. We will need to have a completed resale card by your first delivery if you are a resale customer. If we do not have a resale card, we will have to charge sales tax on your order. You then will be responsible for getting the tax back from the State Board of Equalization.
- 4) Terms of Sale are: 1% - 10 days, Net 30 on approved credit. The 1% - 10 days is a prompt payment discount. Discounts taken will not be allowed when received in our office over 10 days from date of invoice.
- 5) NSF checks are handled as follows:
  - a) Your first NSF check will result in a \$25.00 service charge and a courtesy call will be made for further direction.
  - b) Your second NSF check will change your credit terms from 1% - 10 days, Net 30 to COD. In addition you will be asked to make good on the check as well as being charged a \$25.00 service charge
  - c) On your third NSF check your terms will be changed from COD to COD cash only. In addition you will be asked to make good on the check as well as being charged a \$25.00 service charge.
- 6) Accounts must be kept current in order to ensure further deliveries on open account to your company. Our credit department monitors all past due invoices.  
10 days past due - Accounts Receivable begins reminder calls of past due invoice(s).  
15 days past due – Accounts Receivable continues calls and contacts sales representative for assistance in collecting pas due invoice(s)  
30 days past due – Accounts is placed on credit hold

We appreciate your patronage and do our best to service all of our accounts promptly. Slow payment practices are our only reason for delaying the products you need to operate your business.

Thank you for applying and for your interest in Orange Line Oil's products and services.

California Resale Certificate

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. [Vendor's name]

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.

NAME OF PURCHASER

SIGNATURE OF PURCHASER, PURCHASER'S EMPLOYEE OR AUTHORIZED REPRESENTATIVE

PRINTED NAME OF PERSON SIGNING TITLE

ADDRESS OF PURCHASER

TELEPHONE NUMBER DATE  
( )