

REGARDING: OPEN ACCT APPL / ACCT UPDATE  
 FROM: C4SEM CREDIT DEPT  
 EMAIL: [CLIENTRELATIONS@C4SEM.ORG](mailto:CLIENTRELATIONS@C4SEM.ORG)  
 PHONE: 765-808-8333  
 FAX: 765-216-6343  
 4009 N. WHEELING AVE.  
**ADDRESS:** MUNCIE, IN 47304

**CUSTOMER SERVICE: 888-248-9841**



PAGE 1 OF 2	
DATE:	
CUSTOMER:	
FAX/EMAIL:	
# OF PAGES (INCLUDING THIS PAGE):	2

**AGENCY OPEN ACCOUNT APPLICATION /  
ACCOUNT UPDATE (NET 30)**

Thank you for your interest in opening an account. Attached you will find our 2-page Open Account Application / Account Update (NET 30). Please have an authorized account holder complete both pages of this application in their entirety, including a physical signature on the bottom of the second page( \* ). If you have any questions, please call the number above. **Applications should be returned using the email or fax number listed above.**

ACCOUNT #		ORDER #	
* COMPANY NAME:		D.B.A. (if applicable)	
* PHONE NUMBER:		* FAX NUMBER:	
* ACCOUNTS PAYABLE CONTACT:		* ACCOUNTS PAYABLE EMAIL:	
PURCHASING CONTACT:		PURCHASING EMAIL:	
<b>BILL TO:</b>			
* ADDRESS:			
* CITY:	* STATE:	* ZIP CODE:	
<b>SHIP TO:</b>			
* ADDRESS:			
* CITY:	* STATE:	* ZIP CODE:	
<b>AGENCY INFORMATION:</b>			
* TYPE OF BUSINESS:		DATE BUSINESS STARTED:	
* ESTIMATED MONTHLY PURCHASES:		DATE STATE INCORPORATED:	
* FEDERAL I.D. #:		(THE NINE-DIGIT # LOCATED ON THE BUSINESS W-9)	
TAX I.D. # (optional):		FOR SALES TAX EXEMPTION, A COPY OF A CURRENT TEC (INDIANA ST-105) IS REQUIRED WITH THIS FORM.	
* LEGAL STATUS:	CORPORATION	NON-PROFIT ENTITY	LLC    LLP    PARTNERSHIP    SOLE PROPRIETORSHIP
* FUNDING SOURCE:	FEDERAL	PRIVATE>>>	* D&B #
	STATE	GRANTS / DONATIONS / VOLUNTEER	
	COUNTY	SALES/OTHER (please specify):	
	CITY / TOWN / VILLAGE		
ARE PURCHASE ORDERS REQUIRED?	NO	YES	
RESTRICTED TO AUTHORIZED BUYERS?	NO	YES	(If Yes, please list <u>individual</u> names of Authorized Buyers below):
* Applications submitted without completion of all required ( * ) fields will not be processed. If completion of both pages is not possible within 10 business days, please contact Customer Service at the number above with credit card information, otherwise the order(s) will be subject to cancellation. Thank you.		1:	
		2:	
		3:	
		4:	
		5:	

**Continued on PAGE 2 >>>**

<b>CREDITOR</b>	C4SEM		
<b>ACCOUNT #</b>		<b>ORDER #</b>	
<b>COMPANY NAME:</b>			

LIST PRINCIPAL STOCKHOLDERS, OFFICE PARTNERS, ETC.:			
1.	NAME:	TITLE:	
2.	NAME:	TITLE:	
3.	NAME:	TITLE:	

FOR PARTNERSHIPS, SOLE PROPRIETORSHIPS, LLC, LLP ONLY:			
1.	NAME:	SS#:	
ADDRESS:			
CITY:		STATE:	ZIP CODE:
2.	NAME:	SS#:	
ADDRESS:			
CITY:		STATE:	ZIP CODE:

The Undersigned, by signing the application, shall constitute authorization under the Fair Credit and Reporting Act consent to Creditor above obtaining/utilizing a consumer credit report on the above listed individuals for the purpose of evaluating the creditworthiness of the above-listed individuals in connection with this Application. This authorization will remain valid and enforceable until the Undersigned expressly revokes authorization in writing and served on Creditor by registered or certified mail.

**AUTHORIZED SIGNATURE**  
*(MUST BE SIGNED BY OWNER, OFFICER, PARTNER, OR OTHER AUTHORIZED INDIVIDUAL)*

LIST THREE TRADE REFERENCES AND ONE BANK REFERENCE:			
1.	TRADE REFERENCE:	ACCOUNT #:	
	PHONE #:	FAX #:	EMAIL:
2.	TRADE REFERENCE:	ACCOUNT #:	
	PHONE #:	FAX #:	EMAIL:
3.	TRADE REFERENCE:	ACCOUNT #:	
	PHONE #:	FAX #:	EMAIL:
4.	BANK REFERENCE:	ACCOUNT #:	
	PHONE #:	FAX #:	EMAIL:

The Undersigned hereby makes this application for credit to C4SEM ("Creditor") and its subsidiaries, divisions, affiliates, or any future successors or assigns Creditor and agrees to the terms and conditions printed below. In making this application, the Undersigned agrees that all amounts payable on or before the due date on any written, quoted, or agreed terms will be paid in accordance with such terms and if not paid on or before such due date, are then delinquent. It is understood that the Creditor may impose and charge a finance charge which is the lesser of seven and one-half percent (7.5%) per month or the highest rate allowed by law on any amount that becomes past due and delinquent. Additionally, the Undersigned shall be responsible for all collection costs, court costs, and reasonable attorney's fees (where allowed by law) in connection with the recovery of any delinquent amount. The undersigned agrees to provide the Creditor, upon request, with an updated application as a condition to the continued extension of credit. The Undersigned agrees to provide updated financial information upon request. The Undersigned acknowledges and agrees that Creditor may utilize outside credit reporting services/financial institutions, D&B (**GLOBAL TRADE EXCHANGE PROGRAM**) to obtain information on the Undersigned as a condition to the continued extension of credit. Should credit availability be granted by the Creditor, all decisions with respect to the extension or continuation of credit shall be at the sole discretion of the Creditor. Creditor may terminate any credit availability within its sole discretion. The Undersigned understands that the continued solvency of the Undersigned is a precondition to any sale made by the Creditor. Upon request from time to time, the Undersigned agrees to provide creditor a statement representing that the undersigned is and remains solvent terms and conditions of sale: The Undersigned agrees to pay for all invoices according to the terms of Creditor. All sales are made subject to Creditor's terms and conditions of sale and Creditor objects to any different or additional terms or conditions contained in the Undersigned's purchase order or any other document submitted by the Undersigned. No terms or conditions different from or in addition to the terms of Creditor will become part of any contract, sales agreement, purchase order, or other document unless specifically approved in writing by Creditor. Returned checks maybe accessed a \$35 fee. All accounts shall be due and payable to Creditor. Creditor reserves the right to cease extension of credit without notice or to change terms of payment pursuant to any disclosure by Undersigned according to section 409 of the Sarbanes Oxley Act. In event of litigation, sole jurisdiction and venue shall be at Creditor's discretion.

**Time and material Contract:** When applicable, conditions for freight shall be F.O.B. shipping point with the risk of loss or damage shifting to the Undersigned upon Creditor's delivery to the Undersigned or common carrier. Creditor and Undersigned agree that Creditor does not have authorization to charge the Undersigned's account until such time as ordered merchandise is delivered. Items returned without prior approval may not be accepted and all returns maybe subject to a restocking charge at the sole discretion of the Creditor. Payments may be applied against open balances at the sole discretion of the Creditor. Open account balances of cash \$250.00 or less must be used for future purchases. Credit memos are nonrefundable. Credit memos may be applied to open invoices at the creditor's sole discretion.

<b>* AUTHORIZED SIGNATURE</b> (MUST BE SIGNED BY OWNER, OFFICER, PARTNER, OR OTHER AUTHORIZED INDIVIDUAL)	<b>* DATE</b>
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Notice: The Federal Equal Opportunity Act prohibits creditors from discriminating against Credit Applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the Applicant has the capacity to enter into a binding contract); because all or part of the Applicant's income derives from any public assistance program; or because the Applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with the law concerning this credit is the Federal Trade Commission, Division of Credit Practices, 6th and Pennsylvania Avenues, NW, Washington, DC.