



PRINT & MAIL SOLUTIONS

CREDIT APPLICATION

All orders prior to an approved credit application will require 50% down payment and balance due upon delivery

Company Name: _____ Corporation Partnership Sole Proprietor

Address/City/State/Zip: _____

Years in Business: _____ # of Employees: _____ Federal ID # _____ D&B # _____

Purchaser Name: _____ Phone: _____ Email: _____

Annual Print Budget: _____ Credit Amount Requested: _____

INVOICE PROCESS AND REQUIREMENTS

The default invoicing method is via email unless otherwise noted

A/P Contact: _____ Phone: _____ Email: _____

Purchase Orders required? Yes No Does your company prefer to pay by EFT ACH?

Are you Tax Exempt? Yes No If yes we need a copy of your exemption certificate

OWNERS/PARTNERS/CORPORATE OFFICERS:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

TRADE REFERENCES:

Company: _____ Acct #: _____

Address/City/State/Zip: _____

Contact Name: _____ Phone: _____ Email: _____

Company: _____ Acct #: _____

Address/City/State/Zip: _____

Contact Name: _____ Phone: _____ Email: _____

Company: _____ Acct #: _____

Address/City/State/Zip: _____

Contact Name: _____ Phone: _____ Email: _____

BANK INFORMATION:

Name of Bank: _____ Acct #: _____

Address/City/State/Zip: _____

Contact Name: _____ Phone: _____ FAX: _____

Credit terms are 30 days from date of invoice unless otherwise negotiated. The undersigned authorizes the release of persons, companies and banks listed on this application to furnish information and authorize the credit check. The undersigned agrees to pay all collection costs, courts and legal fees incurred to collect delinquent balance. The undersigned is authorized to execute this document on behalf of the company.

Print Name: _____ Title: _____

Signature: _____ Date _____



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CREDIT CARD AUTHORIZATION

I _____ authorize Duke Print to charge my credit card.
(NAME)

COMPANY NAME: _____

NAME ON CARD: _____

CREDIT CARD TYPE: Mastercard Visa Amex

CREDIT CARD #: _____

CARD CV2 #: _____ (security code)

EXPIRATION DATE: _____ (mm/yy)

BILLING ADDRESS: _____

BILLING ZIP CODE: _____

EMAIL ADDRESS: _____
(For receipt and confirmation for your records)

REFERENCE #: _____ (Invoice or sales order #)

AMOUNT \$: _____ USD.

SIGNATURE

DATE

YES, Please keep my credit card on file for future orders. **Initial:** _____

NO, Do not keep my credit card on file.

EMAIL TO: DUKE ACCOUNTS RECEIVABLE
billing@dukeprint.com

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Duke Graphics Inc.	
	2 Business name/disregarded entity name, if different from above Duke Print & Mail Solutions	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. 33212 Lakeland Blvd	Requester's name and address (optional)
	6 City, state, and ZIP code Eastlake OH	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
3	4	-	1	4	8	0	8	8	1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



STEC-B
Rev. 3/15/04

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

Duke Graphics Inc.

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Purchaser must state a valid reason for claiming exception or exemption.

Purchaser's name

Street address

City, state, ZIP code

_____ *Title*

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.