



ACME PAPER & SUPPLY CO., INC.
8229 SANDY COURT P.O. BOX 422 SAVAGE, MD 20763
2100 JEFFERSON DAVIS HWY. RICHMOND, VA 23224
Baltimore: 410-792-2333 Washington: 301-953-3131 Virginia: 804-233-8336
Acme Paper Credit Dept Fax 410-792-4352

NEW ACCOUNT FORM

SALESPERSON# _____

DATE: _____

Company Name _____ Telephone _____

Corporate Name _____ Fax _____

Address _____

City _____ State _____ Zip Code _____

Type of Business: Wholesale _____ Retail _____ Mfg. _____ Other _____

Email address (*Accounts Payable contact at ship to location*) _____

Name of Principals or Officers:

❖ Name _____ Position _____

❖ Residence _____ Phone _____

❖ Name _____ Position _____

❖ Residence _____ Phone _____

❖ Name _____ Position _____

❖ Residence _____ Phone _____

How long owned business: Years _____ Months _____

Bank _____ Address _____ Officer _____

Trade References (Suppliers)

Name Address Phone Acct#

❖ _____

❖ _____

❖ _____

Open Account _____ C.O.D. Only _____ Cash Only _____ Credit Card _____

I hereby affirm that the above information is true and authorize Acme Paper & Supply Co., Inc. to investigate and verify the statements. I also agree to pay invoices within the prescribed period of time and acknowledge the fact that any invoices over 30 days old are subject to a monthly finance charge of 1-1/2% or the maximum allowed by the law, until such time as the amount due, including both principal and any accumulated interest, is paid in full. I agree to pay a 30% attorney / collection fee to cover Seller's expenses in collecting payments due under this agreement.

If Applicant ceases doing business with Acme Paper & Supply for any reason, Applicant shall be **Liable** to Acme Paper & Supply for all proprietary/special order items purchased for Applicant by Acme Paper & Supply Co., Inc.

Jurisdiction for any disputes involving this agreement shall be brought exclusively in the **State of Maryland**, and venue shall be proper in Howard County.

Company Name

By ---- **Signature required**

Witnessed By

Print Name

**ACME PAPER & SUPPLY COMPANY
SHIPPING INFORMATION**

COMPANY NAME _____
SHIPPING ADDRESS _____

CORPORATE ADDRESS _____

HOURS OF OPERATION _____
TELEPHONE #S _____
KEY PERSON (S) TO CONTACT AT THIS LOCATION _____

EMAIL ADDRESS _____

DELIVERY REQUIREMENTS

CUSTOMER REQUESTS

- PURCHASE ORDER NUMBERS REQUIRED yes no

DAYS OF WEEK: _____
DELIVERY TIME REQUESTED – **4 HOUR WINDOWS:**
A.M. _____ P.M. _____
DELIVERY TIMES APPROVED _____

ACCESSIBILITY:

IS THERE AT LEAST 13' CLEARANCE FOR OUR TRUCKS? _____
ARE DELIVERIES MADE TO A LOADING DOCK OR CURBSIDE? _____
ANY OTHER SPECIFIC DELIVERY INSTRUCTIONS?
front door, side door, alley, basement, parking restrictions, etc.

NAME OF PERSON(S) AUTHORIZED TO SIGN FOR RECEIPT OF
MERCHANDISE: _____

IF C.O.D. - WHO SHOULD OUR DRIVER SEE FOR PAYMENT?

TAX EXEMPT CERTIFICATES PROVIDED? _____
SALESMAN'S NAME _____ SLSM # _____

THE ABOVE REQUIREMENTS HAVE BEEN REVIEWED AND ACCEPTED BY ACME PAPER & SUPPLY CO.,
INC.

*****TO ASSIST ACME PAPER IN PROVIDING TIMELY AND ACCURATE DELIVERIES, ACME PAPER
REQUESTS ORDER TO BE PLACED BY 3 P.M. ORDERS RECEIVED AFTER 3 P.M. WILL BE PROCESSED
THE NEXT BUSINESS DAY. *****



ACME PAPER & SUPPLY CO., INC.

INDIVIDUAL PERSONAL GUARANTY

I, (print name) _____

Residing at (city, state) _____

For and in consideration of your extending credit at my request to (name of business)

(Hereinafter referred to as the "Company"), of which I am (title) _____,

agree to bind myself to pay on demand any sum which may become due to you by the Company.

It is understood that this guaranty shall be continuing and irrevocable guaranty for such

indebtedness of the Company. I do hereby waive notice of default, non-payment and notice

thereof and consent to any modification or renewal of the credit agreement hereby guaranteed.

Future obligations under this Personal Guaranty can only be cancelled in writing to Acme Paper

& Supply Co., Inc. via Certified Mail.

SIGNATURE _____

Guarantor's Signature

Social Security No. _____

Print Name _____

Witness _____

To Guarantor's Signature

DATE: _____

Acme Paper & Supply co., Inc. reserves the right at Acme's discretion to run a Credit Report on the above "Guarantor".

State of Maryland



Comptroller's Office

Sales and Use Tax Resale Certificate

Buyers may make tax-exempt purchases of items they intend to resell or property that they will incorporate into something they manufacture to sell. To receive this exemption, they must give the vendor a properly completed resale certificate. Here are some important things they need to know about a Maryland resale certificate.

- Vendors should keep resale certificates with the transaction documents as part of their business records.
- Vendors may not accept resale certificates when they know or should know that the property being sold is not for resale.
- Resale certificates may not be used to make tax-free purchases for resale if the purchase is less than \$200 and payment is by cash, check or credit card, unless the seller delivers the goods directly to the buyer's retail place of business. Buyers may claim a credit for any tax paid on these purchases on their next sales and use tax return. No documentation is required with the return. Buyers may also apply directly to the Comptroller's Office for a refund.
- A resale certificate is not an exemption certificate. Exemption certificates are issued by the comptroller to qualifying non-profit organizations and government agencies.

This is to certify that all tangible personal property or taxable services purchased from:

ACME PAPER & SUPPLY CO., INC.

are intended for resale as tangible personal property or for use or incorporation as a material or part of other tangible personal property to be produced for sale. This certificate shall be considered as a part of each order we shall give, provided that the order bears our Maryland sales and use tax registration number, and is to continue in force until revoked.

Buyer's Name:

Type of Entity: **Maryland Corporation**

Buyer's MD Sales & Use Tax Registration No.:

Signature: _____ Date: _____

For additional information:

Call Taxpayer Service at 410-260-7980 in the Baltimore area, or 1-800-638-2937 from elsewhere in Maryland
E-mail: sut@comp.state.md.us; World Wide Web: www.marylandtaxes.com

For the hearing impaired:

Maryland Relay Service 1-800-735-2258; TTY: 410-767-1967 (Baltimore Metro Area) COT/ST 103

COMMONWEALTH OF VIRGINIA
SALES AND USE TAX CERTIFICATE OF EXEMPTION

(For use by a Virginia dealer who purchases tangible personal property for resale,
or for lease or rental, or who purchases materials or containers
to package tangible personal property for sale)

To: _____ Date _____, _____
(Name of supplier)

_____, _____, _____, _____
(Number and street or rural route) (City, town, or post office) (State) (ZIP Code)

The Virginia Retail Sales and Use Tax Act provides that the Virginia Sales and use tax shall not apply to tangible personal property
purchased for resale; that such tax shall not apply to tangible personal property purchased for future use by a person for taxable lease or rental
as an established business or part of an established business, or incidental or germane to such business, including a simultaneous purchase
and taxable leaseback. The Act provides also that such tax shall not apply to packaging materials such as containers, labels, sacks, cans, boxes,
drums or bags if the materials are marketed with a product being sold and become the property of the purchaser.

This Certificate of Exemption may not be used by a using or consuming construction contractor as defined in the Regulations.

The undersigned dealer hereby certifies that all tangible personal property purchased from the above named supplier on and after this
date will be purchased for the purpose indicated below, unless otherwise specified on each order, and that this Certificate shall remain in effect
until revoked in writing by the Department of Taxation. (Check proper box below.)

- 1. Tangible personal property for RESALE only.
2. Tangible personal property for future use by a person for taxable LEASE OR RENTAL as an established business, or part of
an established business, or incidental or germane to such business, or a simultaneous purchase and taxable leaseback.
3. Packaging materials such as containers, labels, sacks, cans, boxes, drums or bags that are marketed with a product being sold
and become the property of the purchaser.

Name of Dealer _____ Certificate of Registration No. _____

Trading as _____

Address _____, _____, _____, _____
(Number and street or rural route) (City, town, or post office) (State) (ZIP Code)

Kind of business engaged in by dealer _____

I certify that I am authorized to sign this Certificate of Exemption and that, to the best of my knowledge and belief, it is true and correct,
made in good faith, pursuant to the Virginia Retail Sales and Use Tax Act.

By _____ (Signature) _____ (Title)

(If the dealer is a corporation, an officer of the corporation or other person authorized to sign on behalf of the corporation must sign;
if a partnership, one partner must sign; if an unincorporated association, a member must sign; if a sole proprietorship, the proprietor must sign.)

Information for supplier—A supplier is required to have on file only one Certificate of Exemption properly executed by the dealer who
buys tax exempt tangible personal property for the purpose indicated hereon.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF TAX AND REVENUE**

**CERTIFICATE OF RESALE
DISTRICT OF COLUMBIA SALES AND USE TAX**

TO: SELLER	FROM: PURCHASER
TRADE NAME (IF ANY)	TRADE NAME (IF ANY)
SELLER'S STREET ADDRESS	PURCHASER'S STREET ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
FEIN	DC CERTIFICATE OF REGISTRATION #
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I certify that all of the tangible personal property and services purchased from you in connection with this sale are for resale or rental either in the same form or for incorporation as a material part of other property being produced for resale or rental.

This certificate shall be considered a part of each order we shall give, provided the order contains our DC Certificate of Registration number and will continue in force until revoked by written notice to you.

AUTHORIZED SIGNATURE	TITLE	DATE

SELLER MUST KEEP THIS CERTIFICATE

INSTRUCTIONS

This certificate is not valid unless it contains the purchaser's District of Columbia Sales and Use Tax Registration Number. It must be signed by the owner or authorized officer and must be dated.

If you, as the issuer of the certificate of resale, buy items from the seller that do not qualify for tax exemption, you should advise the seller to charge the appropriate sales tax on such items. Otherwise, the purchaser is required to report to OTR and pay use tax directly using the Sales and Use Tax returns FR-800A (annual), FR-800M (monthly), FR-800Q (quarterly), FR-800SE (Special Event) or FR-800V Street Vendor (quarterly).

The seller must retain all Certificates of Resale on file to substantiate exemptions in case of an audit of its DC Sales and Use Tax returns.

To be eligible to use this certificate, purchasers who are located inside or outside the District of Columbia must file DC Form FR-500, Combined Registration Application for Business DC/Taxes/Fees/Assessments, with the Office of Tax and Revenue, 1101 4th St., SW, Washington DC 20024 (202-727-4829).



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF REVENUE
BUREAU OF BUSINESS TRUST FUND TAXES
DEPT. 280901
HARRISBURG, PA 17128-0901

PENNSYLVANIA EXEMPTION CERTIFICATE

CHECK ONE:

- STATE OR LOCAL SALES AND USE TAX
 STATE OR LOCAL HOTEL OCCUPANCY TAX
 PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
 PASSENGER CAR RENTAL TAX (PCRT)

(Please Print or Type)

This form cannot be used to
obtain a Sales Tax License
Number, PTA License Number
or Exempt Status.

Read Instructions
On Reverse Carefully

THIS FORM MAY BE PHOTOCOPIED – VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

- CHECK ONE:** PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)
 PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller or Lessor _____

Street _____ City _____ State _____ Zip Code _____

Property and services purchased or leased using this certificate **are exempt** from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

1. Property or services will be used directly by purchaser in performing purchaser's operation of: _____
2. Purchaser is a/an: _____
3. Property will be resold under License Number _____ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
4. Purchaser is a/on: _____ holding Exemption Number _____
5. Property or services will be used directly by purchaser performing a public utility service. (Complete Part 5 on Reverse.)
6. Exempt wrapping supplies, License Number _____ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
7. Other _____
(Explain in detail. Additional space on reverse side.)

I am authorized to execute this Certificate and claim this exemption. Misuse of this Certificate by seller, lessor, buyer, lessee, or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip Code _____

1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within sixty days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the some information as appears on this form.

3. RETENTION

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies. **DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.**

4. EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75-00000-0).

GENERAL INSTRUCTIONS

Those purchasers set forth below may use this form in connection with the claim for exemption for the following taxes:

- a. State and Local Sales and Use Tax;
- b. PTA rental fee or tax on leases of motor vehicles;
- c. Hotel Occupancy Tax if referenced with the symbol (●);
- d. PTA fee on the purchase of tires if referenced with the symbol (+);
- e. Passenger Car Rental Tax

EXEMPTION REASONS

- 1.) Property and/or services will be used directly by purchaser in performing purchaser's operation of:
- A. Manufacturing B. Mining C. Dairying D. Processing E. Farming F. Shipbuilding

This exemption is not valid for property or services which are used in: (a) constructing, repairing, or remodeling of real property, other than real property which is used directly in exempt operations; or (b) maintenance, managerial, administrative, supervisory, sales, delivery, warehousing or other nonoperational activities. Effective October 1, 1991, this exemption does not apply to certain services and PTA tire fee.

- 2.) Purchaser is a/an:
- + A. Instrumentality of the Commonwealth.
 - + B. Political subdivision of the Commonwealth.
 - + ● C. Municipal Authority created under the "Municipal Authority Acts of 1935 or 1945."
 - + ● D. Electric Co-operative Corporation created under the "Electric Co-operative Law of 1990."
 - + ● E. Co-operative Agricultural Association required to pay Corporate Net Income Tax under the Act of May 23, 1945, P.L. 893, as amended (exemption not valid for registered vehicles).
 - + ● F. Credit Unions organized under "Federal Credit Union Act" or State "Credit Union Act".
 - + ● G. Federal Instrumentality
 - H. Federal employee on official business (Exemption limited to Hotel Occupancy Tax only. A copy of orders or statement from supervisor must be attached to this certificate.)
 - I. School Bus Operator (This Exemption Certificate is limited to the purchase of parts, repairs or maintenance services upon vehicles licensed as school buses by the PA Department of Transportation. For purchase of school buses, see NOTE below.)
- 3.) Property and/or services will be resold or rented in the ordinary course of purchaser's business. If purchaser does not have a PA Sales Tax License Number, complete Number 7 explaining why such number is not required. This Exemption is valid for property or services to be resold: (1) in original form; or (2) as an ingredient or component of other property.

- 4.) Special exemptions
- | | |
|--------------------------------------|---|
| A. Religious Organization | E. Direct Pay Permit Holder |
| B. Volunteer Fireman's Organization | + ● F. Individual Holding Diplomatic ID |
| C. Nonprofit Educational Institution | + G. School District |
| D. Charitable Organization | H. Tourist Promotion Agency
(Exemption limited to the purchase of promotional materials for distribution to the public.) |

Exemption limited to purchase of tangible personal property or services for use and not for sale. The exemption shall not be used by a contractor performing services to real property. An exempt organization or institution shall have an exemption number assigned by the PA Department of Revenue and diplomats shall have an identification card assigned by the Federal Government. The exemption for categories "A, B, C and D" are not valid for property used for the following: (1) construction, improvement, repair or maintenance or any real property, except supplies and materials used for routine repair or maintenance of the real property; (2) any unrelated activities or operation of a public trade or business; or (3) equipment used to maintain real property.

- 5.) Property or services will be used directly by purchaser in the production, delivery, or rendition of public utility services as defined by the PA Utility Code.

PA Public Utility Commission and/or

Interstate Commerce Commission

A contract carrier is not entitled to this Exemption and a "Schedule of Charges" filed by such carrier does not satisfy this requirement. This Exemption is not valid for property or services used for the following: (1) construction, improvement, repair or maintenance of real property, other than real property which is used directly in rendering the public utility services; or (2) managerial, administrative, supervisor, sales or other nonoperational activities; or (3) tools and equipment used but not installed in maintenance of facilities or direct use equipment. Tools and equipment used to repair "direct use" property are exempt from tax.

- 6.) Vendor/Seller purchasing wrapping supplies and nonreturnable containers used to wrap property which is sold to others.

- 7.) Other (Attach a separate sheet of paper if more space is required.) _____

NOTE: Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles and Licensing, use **FORM MV-1**, "Application for Certificate of Title", for "first time" registrations and **FORM MV-4ST**, "Vehicle Sales and Use Tax Return/Application for Registration", for all other registrations.

ACME PAPER AND SUPPLY CO., INC
AUTHORIZATION FOR CHARGE
Fax No -- 410-792-4352 Credit Dept.

I, authorize Acme Paper and Supply Co. Inc. to charge my credit card

_____ Number _____
(Visa – Master Card – American Express #)

Exp Date _____ Security Code (Back of Card) _____

Name on Credit Card _____

Corporation Name _____

Signature _____

Print Name _____

Date _____

CREDIT CARD WILL BE CHARGED AT TIME OF SALE

A 3% processing fee will charged on each transaction.

**** PLEASE ATTACHED A COPY OF FRONT
AND BACK OF CREDIT CARD TO FORM ****