



**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. Acme Paper hereby reserves the right to offset any funds it may owe you with funds due by you to Acme Paper.

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 AN ESCORT OR SPECIAL ACCESS REQUIRED TO ENTER THE BUILDING? IF SO, PLEASE GIVE CONTACT NAME FOR ASSISTANCE WITH ACCESS: \_\_\_\_\_

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.

**SIGNATURE** \_\_\_\_\_  
Guarantor's Signature

**Social Security No** \_\_\_\_\_  
Guarantor

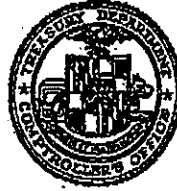
**Print Name** \_\_\_\_\_  
Guarantor

**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." The "Personal Guaranty" can only be cancelled in writing to Acme Paper & Supply Co., Inc. via Certified Mail.

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 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:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For additional information:**

Call Taxpayer Service at 410-767-1300 in the Baltimore area, or 1-800-492-1751 from elsewhere in Maryland  
E-mail: [sut@comp.state.md.us](mailto:sut@comp.state.md.us); World Wide Web: [www.marylandtaxes.com](http://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 #		

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 and pay use tax directly using the Sales and Use Tax returns (FR-800A (annual) or FR-800M (monthly)) to the Office of Tax and Revenue.

The seller must retain all Certificates of Resale on file to substantiate exemptions in case of an audit of your 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 Business Tax Registration Application with the Office of Tax and Revenue, 941 North Capitol St NE Washington DC 20002-4259 (202-727-4829).



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF REVENUE  
BUREAU OF BUSINESS TRUST FUND TAXES  
PO BOX 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)  
 VEHICLE RENTAL TAX (VRT)

(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**

<b>CHECK ONE:</b> <input type="checkbox"/> PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONETRANSACTION)			
<input type="checkbox"/> PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLETRANSACTIONS)			
Name of Seller, Vendor, 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.)			
<input type="checkbox"/> 1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: _____			
<input type="checkbox"/> 2. Purchaser is a/an: _____			
<input type="checkbox"/> 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.)			
<input type="checkbox"/> 4. Purchaser is a/an: _____ holding Exemption Number _____			
<input type="checkbox"/> 5. Property or services will be used directly and predominately by purchaser performing a public utility service. <input type="checkbox"/> PA Public Utility Commission PUC Number _____ and/or <input type="checkbox"/> US Department of Transportation MC/MX _____			
<input type="checkbox"/> 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.)			
<input type="checkbox"/> 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	EIN	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 60 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 same 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).

**State of New Jersey  
DIVISION OF TAXATION**

**SALES TAX  
FORM ST-3**

PURCHASER'S NEW JERSEY  
TAXPAYER REGISTRATION NUMBER\*

The seller must collect the tax on a sale of taxable property or services unless the purchaser gives him a fully completed New Jersey exemption certificate.

**RESALE CERTIFICATE**

To be completed by purchaser and given to and retained by seller. See instructions on back.  
Seller should read and comply with the instructions given on both sides of an exemption certificate.

TO \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Seller)

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The undersigned certifies that:

(1) He holds a valid Certificate of Authority (number shown above) to collect State of New Jersey Sales and Use Tax.

(2) He is principally engaged in the sale of (indicate nature of merchandise or service sold):

\_\_\_\_\_

\_\_\_\_\_

(3) The merchandise or services being herein purchased are described as follows:

\_\_\_\_\_

\_\_\_\_\_

(4) The merchandise described in (3) above is being purchased: (check one or more of the blocks which apply)

(a)  For resale in its present form.

(b)  For resale as converted into or as a component part of a product produced by the undersigned.

(c)  For use in the performance of a taxable service on personal property, where the property which is the subject of this Certificate becomes part of the property being serviced or is later transferred to the purchaser of the service in conjunction with the performance of the service.

(5) The services described in (3) above are being purchased: (check the block which applies)

(a)  By a seller who will either collect the tax or will resell the services.

(b)  To be performed on personal property held for sale.

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Resale Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

NAME OF PURCHASER\* \_\_\_\_\_ (as registered with the New Jersey Division of Taxation)

(Address of Purchaser)\* \_\_\_\_\_

Type of Business\* \_\_\_\_\_

By \_\_\_\_\_

(Signature of owner, partner, officer of corporation, etc.)\* \_\_\_\_\_ (Title)

\*Required

**MAY BE REPRODUCED**  
(Front & Back Required)



**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 \*\***

REVISED 8/15/2012