



ACCOUNT#: \_\_\_\_\_  
CREDIT REQUESTED: \$ \_\_\_\_\_  
SALESPERSON: \_\_\_\_\_

**NEW ACCOUNT APPLICATION**

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SHIPPING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ACCOUNTS PAYABLE NAME & PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

OWNER(S) \_\_\_\_\_  
\_\_\_\_\_

DATE BUSINESS ESTABLISHED: \_\_\_\_\_ TAX EXEMPTION NUMBER \_\_\_\_\_

**PLEASE COMPLETE A TAX EXEMPTION FORM AND RETURN IT WITH CREDIT APPLICATION.**

**REFERENCES:**

**BANK:**

(NAME): \_\_\_\_\_ (TELEPHONE): \_\_\_\_\_

(ADDRESS): \_\_\_\_\_ (CITY): \_\_\_\_\_

(STATE): \_\_\_\_\_ (ZIP): \_\_\_\_\_

**HOW WOULD YOU LIKE TO RECEIVE YOUR INVOICES? PLEASE MAKE YOUR SELECTION BELOW.  
WOULD YOU LIKE A MONTHLY STATEMENT? YES \_\_\_\_\_ NO \_\_\_\_\_**

VIA EMAIL ADDRESS \_\_\_\_\_ FAX NO. \_\_\_\_\_ MAILED \_\_\_\_\_



**PAPER SUPPLIER:**

(NAME): \_\_\_\_\_ (TELEPHONE): \_\_\_\_\_

(ADDRESS): \_\_\_\_\_ (CITY): \_\_\_\_\_

(STATE): \_\_\_\_\_ (ZIP): \_\_\_\_\_ (FAX): \_\_\_\_\_

**PAPER SUPPLIER:**

(NAME): \_\_\_\_\_ (TELEPHONE): \_\_\_\_\_

(ADDRESS): \_\_\_\_\_ (CITY): \_\_\_\_\_

(STATE): \_\_\_\_\_ (ZIP): \_\_\_\_\_ (FAX): \_\_\_\_\_

**OTHER:**

(NAME): \_\_\_\_\_ (TELEPHONE): \_\_\_\_\_

(ADDRESS): \_\_\_\_\_ (CITY): \_\_\_\_\_

(STATE): \_\_\_\_\_ (ZIP): \_\_\_\_\_ (FAX): \_\_\_\_\_

Should a credit availability be granted by Steen-Macek Paper Co., Inc., all decisions with respect to the extension or continuation shall be in the sole discretion of Steen-Macek Paper Co., Inc. may terminate any credit availability within its sole discretion.

In the event the account is turned over to an attorney or other agency for collection, or suit is brought on same, purchaser shall pay all reasonable collection, attorney fees and court costs incurred by Steen-Macek Paper Co., Inc.

Purchaser (applicant) shall notify Steen-Macek Paper Co., Inc. by certified mail of any change of (in) ownership. Purchaser (applicant) agrees to give written notice (certified mail) to Steen-Macek Paper Co., Inc. prior to the sale or transfer of all or substantially all of the stocks or assets of their (its) business: If purchaser (applicant) fails to do so. Then purchaser (applicant) shall remain fully liable for any unpaid merchandise received by the buyer or transferee of the business.

**APPLICANT'S SIGNATURE ATTESTS FINANCIAL RESPONSIBILITY, ABILITY, AND WILLINGNESS TO PAY OUR INVOICES IN ACCORDANCE WITH OUR CREDIT TERMS AND GUARANTIES PAYMENT OF ALL CHARGES. APPLICANT IS SUBJECT TO A SERVICE CHARGE ON ANY CHECK(S) RETURNED FROM OUR BANK, UNPAID, FOR ANY REASON.**

\_\_\_\_\_  
**Owner signature**

\_\_\_\_\_  
**PRINT NAME** **DATE** \_\_\_\_\_



PERSONAL GUARANTY

Date \_\_\_\_\_

I, \_\_\_\_\_, residing at \_\_\_\_\_

for and in consideration of your extending credit at my request to \_\_\_\_\_  
Name of Company

(hereinafter referred to as the "Company"), of which I am \_\_\_\_\_  
Here by personally guarantee to you the payment at Steen-Macek Paper Co., Inc., of any obligation of the Company and I hereby agree to bind myself to pay you on demand any sum which may become due to you by the Company whenever the Company shall fail to pay the same. It is understood that this guaranty shall be continuing and irrevocable guaranty and indemnity for such indebtedness of the Company. I do hereby waive notice of default nonpayment and notice thereof and consent to any modification or renewal of the credit agreement hereby guaranteed.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date