



## GENERAL INSTRUCTIONS

Thank you for your inquiry about opening an account with Harper Industries, Inc. Please complete the following forms so we will have the correct information needed to begin doing business.

Please send all paperwork by fax to 912-427-0339 or by email to [office@harper-industries.com](mailto:office@harper-industries.com).

We are excited about the opportunity to serve you!

### **New Customer Checklist:**

- Customer Information Sheet**
- Credit Application & Agreement**
- Guaranty**
- ACH Authorization Form/Cancelled Check**
- Uniform Sales Tax & Use Tax Exemption/Resale Certificate**



**CREDIT APPLICATION & AGREEMENT**

CUSTOMER INFORMATION:

Customer Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Entity Type Corporation Partnership Sole Proprietership

Owners & Percentage of Ownership: \_\_\_\_\_

\_\_\_\_\_  
President/Manager \_\_\_\_\_ FEIN/SSN \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_

CREDIT INFORMATION:

Name of Bank \_\_\_\_\_ Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Fax # \_\_\_\_\_

Reference #1 \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_

Reference #2 \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_

\* \* \* \* \*



**GENERAL TERMS:**

In consideration for Harper Industries, Inc. ("Harper") selling any goods or services to the above-referenced customer ("Customer") or extending any credit to Customer, Customer agrees to the terms hereof, which shall apply to all future sales by Harper to Customer, as well as to the terms of sale or other terms set forth in each invoice, quote or customer order. Unless otherwise set forth in an invoice, quote or customer order, full payment on any goods or services provided at any time by Harper must be made to Harper at its address set forth above within 30 days of the date Customer is invoiced. If payment is not timely made, Customer agrees to pay all collection costs, including reasonable attorneys fees and costs of litigation actually incurred, agrees to pay interest on all past-due balances at the rate of eighteen percent per annum from the invoice date until paid, and agrees that any collection action may be brought in any court in Wayne County, Georgia, with venue and jurisdiction in and of such courts being hereby consented to. Customer acknowledges and agrees that the above information furnished Harper is for the purpose of obtaining credit from Harper. The individual signing below for Customer certifies that he/she is duly authorized in the capacity stated below to sign for and bind Customer. Customer agrees to immediately notify Harper in writing of any change in address or any change in the ownership or form of Customer. Customer agrees that this instrument may be signed and then delivered by Customer to Harper by fax or e-mail, in which case a signed copy of this instrument so delivered will have the force and effect of, and may be relied upon by all persons and entities as, a signed, executed original for all purposes.

\* \* \* \* \*

The above is certified as true and correct and is agreed to, evidenced by the below signature.

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

\_\_\_\_\_  
Print Authorized Signer's Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Signature of Authorized Signer

\_\_\_\_\_  
City-State and Zip

\_\_\_\_\_  
Title of Authorized Signer

\_\_\_\_\_  
Witness #1 Signature

\_\_\_\_\_  
Witness #2 Signature

**GUARANTY**

Customer name(s): \_\_\_\_\_

This guaranty is made by each of the undersigned guarantors (each a "Guarantor") to induce Harper Industries, Inc. ("Harper") to do or continue doing business with any of the above-referenced customers (each a "Customer"), to sell or continue selling goods and/or services to any of the Customers, and/or to extend new credit and/or continue to extend past or existing credit to any of the Customers. As inducement to Harper to do the same and in consideration of other good and valuable consideration, the receipt and sufficiency of which is acknowledged by all, each Guarantor jointly and severally agrees as follows. Each Guarantor unconditionally and absolutely guarantees to Harper the payment, when due, of all amounts owed at any time by a Customer to Harper, whether now existing or hereafter arising, and whether due or to become due. Each Guarantor waives presentment, demand, notice of nonpayment, protest, and notice of protest, notice of acceptance of this guaranty, and notice of the creation, occurrence or modification of any obligations guaranteed hereby. Harper may from time to time, without notice to any Guarantor, extend, modify, renew or compromise any of the obligations guaranteed hereby in whole or in part without releasing, extinguishing, or affecting in any way any Guarantor's liability hereunder, the foregoing acts being consented to. Should it become necessary for Harper to enforce this guaranty, any such action may be brought in any court located in Wayne County, Georgia, with venue and jurisdiction in and of such courts being consented to, and each Guarantor agrees to pay Harper all costs of collection or enforcement, including but not limited to reasonable attorneys' fees and expenses actually incurred. This instrument may be signed and then delivered by a Guarantor to Harper by fax or e-mail, in which case a signed copy of this instrument so delivered will have the force and effect of, and may be relied upon by all persons and entities as, a signed, executed original for all purposes. In witness whereof, the undersigned has signed, sealed and delivered this guaranty, evidenced by the signature(s) below.

\_\_\_\_\_  
Guarantor #1 Signature

\_\_\_\_\_  
Guarantor #2 Signature

\_\_\_\_\_  
Guarantor #1 Printed Name

\_\_\_\_\_  
Guarantor #2 Printed Name

\_\_\_\_\_  
Guarantor #1 Mailing Address

\_\_\_\_\_  
Guarantor #2 Mailing Address

\_\_\_\_\_  
Guarantor #1 City, State and Zip

\_\_\_\_\_  
Guarantor #2 City, State and Zip

\_\_\_\_\_  
Signature to Witness to Guarantor #1

\_\_\_\_\_  
Signature to Witness to Guarantor #2