

Longleaf Services, Inc.
Credit & Collections Department
116 S Boundary Street, Chapel Hill, NC 27514-3808
Phone: 800-848-6224 Fax: 800-272-6817 Email: credit@longleafservices.org

Please return this completed form and an exemption certificate or other applicable document exempting this account from the collection of state sales tax on your purchases. The credit department may require additional information.

| | |
|--|---------------------------------------|
| Business Name: _____ | |
| Billing Address: _____ | |
| City: _____ | State: _____ Zip: _____ |
| Shipping Address: _____ | |
| City: _____ | State: _____ Zip: _____ |
| SAN# (if applicable): _____ | Federal ID#: _____ |
| Exempt from state sales tax: No Yes | State Tax# (must include form): _____ |
| Will you be reselling our products? No Yes | |

Business Type (check one):

| | | | |
|--------------------------------------|-------------------------------------|-------------------|-----------------|
| University/College/School Department | Organization (including non-profit) | Government Agency | Internet Retail |
| University/College/School Retail | Wholesale | General Retail | Retail Chain |
| University/College/School Library | Public Library | Other: _____ | |

Accounts Payable

Contact: _____ Email: _____
Telephone: _____ Fax: _____

Purchasing

Contact: _____ Email: _____
Telephone: _____ Fax: _____

Bank Reference

Name: _____
Address: _____
Contact: _____ Email: _____
Telephone: _____ Fax: _____

Trade References

Name: _____
Address: _____
Contact: _____ Email: _____
Telephone: _____ Fax: _____

Name: _____
Address: _____
Contact: _____ Email: _____
Telephone: _____ Fax: _____

Name: _____
Address: _____
Contact: _____ Email: _____
Telephone: _____ Fax: _____

We currently seek a credit line of \$_____. If Longleaf grants credit, we agree to pay all invoices within payment terms, pay all attorney and/or collection fees if our account is placed in collection, and pay return check fees for any checks returned by the bank. Longleaf is authorized to contact Dun & Bradstreet and other credit bureaus and consumer reporting agencies as necessary in order to grant a line of credit on our behalf.

Authorized Signature: _____

Title: _____ **Date:** _____