

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: _____

I acknowledge the account is to be setup with prepay terms and agree the information provided above is accurate.

Authorized Signature: _____

Title: _____ **Date:** _____