



**E.H. Teasley & Co., Inc.**  
**Inkjet Printing International, LLC**  
 4443 Simonton Road, Dallas, TX 75244  
 214.421.7633 phone . 214.421.5833 fax  
 www.ehteesley.com . www.inkjetintl.com

## NEW CUSTOMER SETUP & PAYMENT AGREEMENT

**Date** \_\_\_\_\_

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**Legal Company Name** \_\_\_\_\_

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**Company Contact Name** \_\_\_\_\_

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**Phone #** \_\_\_\_\_

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**Mobile #** \_\_\_\_\_

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

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**Email** \_\_\_\_\_

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**Would you like invoices emailed?**     Yes  No

**If yes, what email address?** \_\_\_\_\_

**Preferred Shipping Method:**  
 Customer PU     Install     UPS     FedEx     Other

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**Payment Terms:**  
 COD     Prepaid(credit card on file)  
 Net 30 (must apply for Net 30 Terms and get approval first \*\*\*must have annual sales of \$5,000 or more to be considered for Net 30 Terms)

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**Have you ever had credit with us before?**     Yes  No  
 If yes, under what name? \_\_\_\_\_

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**Do you require Purchase Order Numbers?:**  
 Yes     No

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**Purchasing Contact** \_\_\_\_\_

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**Tax Information:**     Taxable     Non-Taxable or Exempt  
 Reason \_\_\_\_\_

Sales Tax # \_\_\_\_\_ State \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

\*Please complete signed copy of TX Sales Tax & Use Resale/Exemption Form

**Type of Business:**     Corporation     Partnership     Sole-Proprietorship     LLC     Other \_\_\_\_\_

**Business Description:** \_\_\_\_\_

**Date Established:** \_\_\_\_\_

**Billing Address - Company Name** \_\_\_\_\_

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**Contact Name / Attention to** \_\_\_\_\_

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

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**Suite / Building / PO Box #** \_\_\_\_\_

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**City** \_\_\_\_\_                      **State** \_\_\_\_\_                      **Zip** \_\_\_\_\_

**Shipping / Physical Address - Company Name** \_\_\_\_\_

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**Contact Name / Attention to** \_\_\_\_\_

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

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**Suite / Building / PO Box #** \_\_\_\_\_

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**City** \_\_\_\_\_                      **State** \_\_\_\_\_                      **Zip** \_\_\_\_\_

**If general partnership or sole proprietor, full address of owner, social security number of owner, home telephone:**

<b>Principal or Owner</b>	<b>Title</b>
_____	_____
<b>Address</b>	<b>Email</b>
_____	_____
<b>City</b>	<b>State</b> <b>Zip</b>
_____	_____
<b>Phone#</b>	<b>Cell#</b> <b>SS#</b>
_____	_____

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**PAYMENT TERMS AND AGREEMENT:**

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Payment Terms: Past due amounts are subject to a finance charge of 1-1/2% per month or the maximum rate allowed by State Law. If collection of this account becomes necessary, I/We agree to pay all costs of collection, including, but not limited to reasonable attorney's fees and cost of suit incurred. Returned materials will be subject to a restocking charge. Returned checks are subject to return check fees. When Credit is extended, it is contingent upon prompt payment, according to the agreed upon terms and will be restricted by a credit limit – to be determined by the Credit Department. Open credit may be withdrawn at any time. All credit applications are subject to periodic review and will require updates. Credit privileges can be withdrawn at any time without notification if the account goes past due. Any litigation concerning this contract may be commenced, at the sole discretion of credit grantor, in any local, state or federal court within the state of Texas. Customer agrees to pay a time-price differential at a percentage rate of 25% of the total of the delinquent invoices when the invoices become past due. These charges are construed as time-price differentials and therefore these charges are not to be considered interest.

Checks that are marked "payment in full" are invalid unless sent to a specific person as follows: Accounts Payable at E.H. Teasley & Co., Inc. and Inkjet Printing International, LLC at 4443 Simonton Road, Dallas, TX 75244. We reserve the right to return your check within 90 days of cashing it and under no circumstances will a payment-in-full or in-full settlement check be allowed except pursuant to a separate written agreement, assuming that payment is less than the invoice and time-price differential amounts set forth on the statements. Otherwise, it will be presumed that the full-payment check was tendered in bad faith, and the check will not be accepted as full settlement on an account.

Any claims of errors or discrepancies in the billings must be submitted to our office in writing within 5 days of receiving the product otherwise, all such objections are deemed waived and the account will become stated.

This is a guaranty of payment and does not require an independent collection against the business. Should any action be brought, the guarantor may be sued simultaneously with the business entity.

Applicant's signature attests financial responsibility, ability and willingness to pay our invoices in accordance with our terms. The information on this application is for the purpose of attaining credit and is warranted to be true. I/We understand that approval for credit is based on a complete review of all information submitted and I/We authorize and release approval for you to investigate all bank and trade references. The undersigned officer warrants that he or she is authorized to execute this application. The parties agree a facsimile copy of signature is the same as original.

Signature	Name	Title	Date
Signature	Name	Title	Date

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**PERSONAL GUARANTEE**

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For good and valuable consideration I/we of \_\_\_\_\_ company agree to personally assume all liabilities, present and future contracted to herein including but not limited to: all open account sales, all written and verbal contracts secured and unsecured and any other sales transaction for the duration of our business relationship with **E.H. Teasley & Co., Inc. and Inkjet Printing International, LLC**. The **Guarantor** acknowledges that this Guarantee is a Guarantee of Payment, and the **Guarantor's** obligations under this Guarantee are and shall at all times continue to be absolute and unconditional in all respects, and shall at all times be valid and enforceable irrespective of any other agreements or circumstances of any nature whatsoever which might otherwise constitute a defense to this Guarantee and the obligations of the **Guarantor** under this Guarantee or the obligations of any other person or party (including, without limitation, the **Customer**) relating to this Guarantee or the obligations of the Guarantor Hereunder. It is understood that this is a personal guaranty and not a corporate guaranty.

Signature	Name	Title	Date
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