



4900 S. 9th Street - Kalamazoo, MI 49009-9552

Customer Service: Ph: (800) 253-9885 Fax: (800) 234-9150

Credit/Accounting Department: Ph: (800) 234-4909 Fax: (800) 305-3513

Website: www.edwardsgarment.com

ACCOUNT PROFILE / CREDIT APPLICATION

Form with fields for Date, Taken By, Sold To, Legal Name, Address, City, State, Zip, Ship To, and a table for INTERNAL USE ONLY with fields like CUST. #, D&B, SALES REP, CR RESP, CR LIMIT, DISCOUNT, SALES TAX, COUNTY.

Form with columns for Name of Principal(s) and Name of Contact(s), with rows for Authorized Buyer and General Manager.

Section titled 'If Applicant, Affiliates or Principals have ever done Business with Edwards, List Name & Address:' with a blank line for input.

Section titled 'Applicant Is:' with fields for Corp./LLC + Date Inc., Partnership + # Years, Sole Proprietor + # of Years, and 'Type of Business by %' for various categories like Manufacturer, Uniform Wholesale/Retail, Laundry, Embroidery/Screenprinting, and Promotional Products.

Fields for 'Requested Credit Limit:' and 'Anticipated Annual Purchases:'.

Section titled 'Are You Sales Tax Exempt?:' with Yes/No options and State field.

Section titled 'Edwards Shipping Policy:' with a paragraph of text explaining shipping procedures.

Section titled 'Applicant Shipping Instructions:' with a question about routing guide compliance.

Section titled 'How do you wish to receive your invoices: (Please check One)' with checkboxes for E-Mail and Fax.

Section titled 'How did you hear about us?' with checkboxes for Advertisement, Press Release, Trade Show, Established Customer, Web Site, and Other.

Section titled 'Do you have any additional locations you would like to establish an account for?' with a request to attach information for each location.



Account Profile/Credit Application (continued)

Bank Reference:

Name: _____ Contact: _____

City: _____ State: _____ Phone: _____

Checking Acct.#: _____ Savings Acct.#: _____

Loan(s) Acct. #: _____

Trade References:

1. Supplier's Name: _____ City: _____ State: _____
Phone: _____ Fax: _____ Acct. #: _____

2. Supplier's Name: _____ City: _____ State: _____
Phone: _____ Fax: _____ Acct. #: _____

3. Supplier's Name: _____ City: _____ State: _____
Phone: _____ Fax: _____ Acct. #: _____

4. Supplier's Name: _____ City: _____ State: _____
Phone: _____ Fax: _____ Acct. #: _____

Terms and Conditions:

I have completed this application to obtain credit, and certify that all statements contained herein are true and correct. I am authorized by the credit applicant to execute this document on its behalf. Applicant agrees that credit inquiries may be made, and authorizes the release of such information to Edwards. Applicant agrees that any credit granted shall be paid promptly in accordance with Edwards (Net 30 Day) terms, pricing and policies (Edwards policies are included in our published price list). Applicant also agrees in the event any terms or pricing on a purchase order executed by Applicant are inconsistent with Edwards' terms, pricing and policies; Edwards terms, pricing and policies shall take precedence. Edwards must consent to any modifications in writing. Applicant must notify Edwards in writing of any change in legal structure and/or ownership. In the event other entities or individuals order merchandise using the Applicant's account without Edwards receiving proper written notification, it is agreed that both the Applicant and/or such other entities or individuals receiving the merchandise shall be obligated for all amounts due

Applicant agrees that credit may be cancelled/revoked at any time without notice, and in the event of default, to pay collection charges, actual attorney fees, and court costs. Edwards may change credit limits or other credit terms at any time, in its sole discretion. Edwards also reserves the right to suspend performance on any purchase order until payment is received for any unpaid past due balance. Applicant agrees to examine merchandise immediately upon receipt, and to advise Edwards of any disputed transactions within 10 days of receipt. Failure to notify Edwards of any dispute with respect to defective goods shall constitute a waiver of all such disputes. service charges up to 1½% per month, or the maximum amount allowed by law, to any balance not paid in accordance with Edwards' terms and conditions. These terms and conditions are governed by the laws of the State of Michigan, and if suit is necessary to recover payment, state and federal courts whose district include Kalamazoo County, Michigan, have jurisdiction and proper venue.

Authorized Signature: _____ Date: _____

Title: _____

WEST VIRGINIA CONSUMERS SALES AND SERVICE TAX AND USE TAX
EXEMPTION CERTIFICATE

WV/CST-280
(Rev. 8/96)

CANNOT BE USED TO PURCHASE GASOLINE OR SPECIAL FUEL
SUBSTANTIAL PENALTIES will result from misuse of this certificate

Tax must be collected on a sale of taxable personal property or taxable services unless a properly completed Exemption Certificate or a Direct Pay Permit number is furnished. Read instructions carefully on back of form before completing this Certificate.

NAME OF VENDOR Edwards Garment Company	DATE	✓ APPLICABLE BOX: <input type="checkbox"/> SINGLE PURCHASE CERTIFICATE <input type="checkbox"/> BLANKET CERTIFICATE	
STREET ADDRESS 4900 S 9th Street	CITY Kalamazoo	STATE MI	ZIP CODE 49009

TO BE COMPLETED BY PURCHASER: I, the undersigned, hereby certify that I am making an exempt purchase as follows:

I hold a valid Business Registration Certificate # that has not been suspended or revoked.

My principle business activity is _____

I claim an exemption for the following reason (✓ applicable box or boxes):

PURCHASE FOR RESALE

Purchase of tangible personal property or taxable services for resale or for use in performing taxable services where such property becomes a component part of the property upon which the services are performed and will be actually transferred to the purchaser. WV Code § 11-15-9(a)(9)

PURCHASE BY AN EXEMPT COMMERCIAL AGRICULTURAL PRODUCER

A. Purchase of tangible personal property or taxable services for use or consumption in the commercial production of an agricultural product. But **not** purchases for the construction of, or permanent improvement to real property or purchases of gasoline or fuel. WV Code § 11-15-9(a)(8)

B. Purchase of propane for use in poultry houses for heating purposes. WV Code § 11-15-9(a)(19)

TAX EXEMPT ORGANIZATIONS

A. **GOVERNMENT** – Purchases by governmental agencies and institutions of (1) the United States; (2) this State (including its local governments); and (3) any other State (and its local governments) which provides this same exemption to this State. Such purchases by government employees are not exempt unless they are on government business and are billed to and paid for directly by the government. Private persons doing business with government may not claim this exemption. WV Code § 11-15-9(a)(3)

B. **CERTAIN NONPROFIT ORGANIZATIONS** – Purchases by a corporation or organization which has a current registration certificate and which is exempt from federal income taxes under section § 501(c)(3) or (c)(4) of the Internal Revenue Code. These organizations must meet all of the requirements set forth in WV Code § 11-15-9(a)(6). For information concerning these requirements refer to publication TSD-320. WV Code § 11-15-9(a)(6)

C. **SCHOOLS** – Purchases by a school with its principal campus in this State which is approved by the State of West Virginia to award degrees and which is exempt from federal and state income taxes under section § 501(c)(3) of the Internal Revenue Code. WV Code § 11-15-9(a)(15)

D. **CHURCHES** – Purchases of services, equipment, supplies, food for meals and materials directly used or consumed by churches which make no charge whatsoever for the services they render. The purchase must be paid for directly out of the church treasury. WV Code § 11-15-9(a)(5)

PURCHASES OF CERTAIN SPECIFIC SERVICES AND TANGIBLE PERSONAL PROPERTY

A. Purchases of electronic data processing services and related software but **not** data processing equipment, materials and supplies. WV Code § 11-15-9(a)(22)

B. Purchases of services by one corporation, partnership or limited liability company from another corporation, partnership or limited liability company **but only** when the entities are members of the same controlled group or related taxpayers as defined in Section 267 of the Internal Revenue Code. WV Code § 11-15-9(a)(24)

C. Purchases of motion picture films, coin-operated video arcade machines and other video arcade games for any use upon which there will be a charge subject to sales tax. WV Code § 11-15-9(a)(33)

D. Purchases by a licensed carrier of persons or property, or by a government entity, of aircraft repair, remodeling and maintenance services for an aircraft, engine or other component part of an aircraft, or purchases of tangible personal property that is permanently affixed as a component part of an aircraft as part of the repair, remodeling or maintenance of aircraft, aircraft engines or aircraft component parts, and purchases by a licensed carrier of persons or property, or by a government entity, of machinery, tools or equipment, directly used or consumed exclusively in the repair, remodeling or maintenance of aircraft, aircraft engines or aircraft component parts. WV Code § 11-15-9(a)(34)

REVERSE SIDE OF EXEMPTION CERTIFICATE MUST BE COMPLETED TO BE CONSIDERED VALID

I understand that this certificate may not be used to make tax free purchases of items or services which are not for an exempt purpose and that I will pay the Consumers Sales or Use Tax on tangible personal property or services purchased pursuant to this certificate and subsequently used or consumed in a taxable manner. In addition, I understand that I will be liable for the tax due, plus substantial penalties and interest, for any erroneous or false use of this certificate.

NAME OF PURCHASER	STREET ADDRESS	
SIGNATURE OF OWNER, PARTNER, OFFICER OF CORPORATION, ETC.	CITY	
TITLE	STATE	ZIP CODE

GENERAL INSTRUCTIONS

An Exemption Certificate may be used only to claim exemption from tax upon a purchase of tangible personal property or services which will be used for an exempt purpose as stated on the front of this form.

A purchaser may file a blanket Exemption Certificate with the vendor to cover additional purchases of the same general type of property or service. However, each subsequent sales slip or purchase invoice evidencing a transaction covered by a blanket Exemption Certificate must show the purchaser's name, address and Business Registration Certificate Number for purposes of certification.

INSTRUCTIONS FOR PURCHASER

To purchase tangible personal property or services tax exempt, you must possess a valid Business Registration Certificate and you must properly complete this Exemption Certificate and present it to your supplier. To be properly completed, all entries on this Exemption Certificate must be filled in.

Your Business Registration Certificate (and any duplicates) may be suspended or revoked if you or someone acting on your behalf willfully issues this certificate for the purpose of making a tax exempt purchase of tangible personal property and/or services that is not used in a tax exempt manner (as stated on the front of this form).

When property or services are purchased tax exempt with an Exemption Certificate, but later used or consumed in a non exempt manner, the purchaser must pay Sales or Use Tax on the purchase price.

The willful issuance of a false or fraudulent Exemption Certificate with the intent to evade Sales or Use Tax is a misdemeanor. Your misuse of this Certificate with intent to evade the Sales or Use Tax shall also result in your being subject to:

A penalty of fifty percent of the tax that would have been due had there not been a misuse of such certificate.

This is in addition to any other penalty imposed by the Law.

In the event you make false or fraudulent use of this Certificate with intent to evade the tax, you may be assessed for the tax at any time subsequent to such use.

INSTRUCTIONS FOR VENDOR

At the time the property is sold or the service is rendered, you must obtain from your customer this Certificate, properly completed, (or a Direct Pay Permit number issued by the West Virginia Department of Tax and Revenue), or the sale will be deemed a taxable sale, unless the property or service sold is exempt per se from Sales Tax. Your failure to collect tax on such taxable sale will make you personally liable for the tax, plus penalties and interest.

Additional information may be required to **substantiate that the sale was for exempt** purposes. In order for this Certificate to be properly completed, it must be issued by a purchaser who has a valid Business Registration Certificate and must have all entries completed by the purchaser.

A timely received certificate which contains a material deficiency will be considered satisfactory if such deficiency is subsequently corrected.

You must keep this certificate for at least three years after the due date of the last return to which it relates, or the date when such return was filed, if later.

You must maintain a reasonable method of associating a particular exempt sale to a customer with the Exemption Certificate you have on file for such customer.

INSTRUCTIONS FOR VENDOR AND PURCHASER

If you, as vendor or as a purchaser, engage in any business activity in West Virginia without possessing a valid Business Registration Certificate (and you do not clearly qualify for an exemption), you shall be subject to a penalty in an amount **not exceeding \$100** for the first day on which such sales or purchases are made, plus an amount **not exceeding \$100** for each subsequent day on which such sales or purchases are made.

Please begin using this Certificate immediately.