

Miller's

OFFICE PRODUCTS

OFFICE USE
Classification _____
Approved _____
Date _____

CUSTOMER PROFILE

Date: _____ Return to: **P.O. Box 1335
Newington, VA 22122-1335
(703) 644-2200**

Customer:
Company Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ext _____

Billing Address (if different): *Same as above*
Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ext _____

President, Owner, or Administrator:

Name Printed

Title

Accounts Payable Mgr. _____
Phone: _____ Ext _____
Dun & Bradstreet No. _____

Organizational Information: _____
 Corporation Partnership Proprietorship

Nature of Business: _____
How Long in Business? _____ years

Approximate Number of Employees at Your Location:
 1-5 6-15 16-50 51-99 100+

Do You Require Use of P.O. Numbers? Yes No

Tax Exempt? Be sure to send your tax exempt form.

What are your estimated monthly credit requirements (or requested credit requirements) from Miller's Office Products?

\$ _____

REFERENCES:

Please do *NOT* use oil companies, credit cards, IBM, Xerox, or public utilities as they will not confirm such information.

Company: _____
Phone: _____ Acct. #: _____
Street: _____
City: _____ State: _____ Zip: _____

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Company: _____
Phone: _____ Acct. #: _____
Street: _____
City: _____ State: _____ Zip: _____

Bank Reference:

Name of Bank: _____
Street: _____
City: _____ State: _____ Zip: _____
Bank Officer: _____
Phone: _____ Acct. #: _____

AUTHORIZATION FOR BANK CREDIT INQUIRY:

I hereby authorize _____
(name of bank) to reveal normal credit information to the credit department of Miller's Office Products for the purpose of consideration of the establishment of trade credit.

By signing this application, it is AGREED that all payments on all accounts and charge sales are due and payable within 15 days of the invoice. A service charge of 18% per annum (1-1/2% per month) will be applied on any paid or outstanding balance. Discounts on charge sales are conditional upon prompt payments as above. Payment by check is a charge sale subject to the foregoing agreement. A \$25.00 fee will be charged for each dishonored check. A reasonable attorney's fee will be payable on any account which must be referred for collection. Any firm, partner, or officer signing this application acknowledges that all statements are materially true and that he or she is authorized to make this application.

Officer's Signature

Officer's Name Printed

Title

Date of Agreement

Application must be filled out completely to be processed.

TERMS AND CONDITIONS OF SALE

TERMS — Payments on all accounts and charge sale are due and payable within 15 days of date of invoice. A service charge of 18% per annum (1-1/2% per month) will be applied to any balance outstanding more than 15 days, cumulative for any month or portion thereof, in which a balance remains outstanding. Minimum finance charge is \$1.00. Discounts on charge sales are conditional upon prompt payment as above. A reasonable attorney's fee will be due in the event collection is required. Payment by check is a charge sale subject to this agreement. A \$25.00 fee will be charged for any dishonored check.

BACK ORDERS — All temporary out-of-stock merchandise will be automatically back-ordered unless otherwise notified. Back orders will be priced at prices prevailing at the time of shipment.

ALL CLAIMS FOR DISCREPANCIES OR DAMAGES MUST BE MADE WITHIN 2 DAYS AFTER DELIVERY — All requests to return merchandise must be made within 7 days after delivery. All returned merchandise must be in the original factory carton with all packing and warranty material. We cannot accept return of any merchandise for credit without our permission.

CUSTOM AND SPECIAL ORDERS — Custom-order and special-order products, e.g., custom stamps, imprinted or dated products, and products ordered which are not shown in our catalogs may not be returned.

FURNITURE AND MACHINE ORDERS — Furniture and machine orders are subject to the terms and conditions of Sale and Security Agreement, a separate document required at the time a furniture or machine order is submitted.

This statement of terms dated December 1, 2000 supersedes all previous such statements either written or implied. The terms and conditions of sale are subject to change without notice.

By signing this application, it is AGREED that all payments on all accounts and charge sales are due and payable within 15 days of date of the invoice. A service charge of 18% per annum (1-1/2% per month) will be applied on any unpaid or outstanding balance. Discounts on charge sales are conditional upon prompt payment as above. Payment by check is a charge sale subject to the foregoing agreement. A \$25.00 fee will be charged for each dishonored check. A reasonable attorney's fee will be payable on any account which must be referred for collection. Any firm, partner, or officer signing this application acknowledges that all statements are materially true and that he or she is authorized to make this application.

Officer's Signature

Officer's Name Printed

Title

Date of Agreement