

Bastrop Copier Business Machines and Office Products

1002 Main St. P.O. Box 399, Bastrop, TX 78602
(512) 321-1010 • (512) 3030-1995 • (512) 321-1400 fax

All signatures on this agreement will be considered as original signatures.

STANDARD AGREEMENT FOR AN OPEN ACCOUNT

Approved: _____

Date: _____

Please complete ALL information requested. The information provided will be held in strictest confidence and our credit investigation will be conducted in accordance with the Equal Credit Opportunity Act.

Full Company

Sole Proprietorship Partnership

Name

Incorporated Non-Profit Org (check one)

Billing & Street

How long at this

When incorporated or

Address

Location

Opened?

City, State

Nature of

& Zip Code

Business

Telephone

Fax

Type of

Number

Number

Equipment

Persons Authorized

Are Purchase Orders

Number of

to Place Orders

Required?

Employees

Name(s) of Principals of Company, their title, and home address and telephone numbers

BUSINESS REFERENCES (Please provide complete addresses and telephone numbers)

Name Address Phone

Name Address Phone

Name Address Phone

Company Bank & Acct No(s) Address Phone Contact

This information is provided by the applicant (referred to as Buyer) for the purpose of obtaining an open account with Bastrop Copier (referred to as Seller), and is warranted to be true and correct by the undersigned. This application is subject to acceptance by the Seller.

Payment for all purchases is due and payable on the 10th day of the month following (delivery of the order); net and past due thereafter. A service charge may be assessed to the balance of any account that is thirty days past due, at 1.5% per month; no service charge will be added to an account balance if the balance is paid within thirty days of payment past due date.

Should the credit of the Buyer, in the judgement of the Seller, become impaired at any time, the Seller has the right to require payment in advance of further shipments, and to demand immediate performance of the Buyer of all obligations imposed by him of this agreement. This agreement is a contract for an open account between the Buyer and the Seller and cannot be modified except in writing and agreed to by both parties.

IF AN EXCEPTION FROM SALES TAX IS CLAIMED, A TAX EXEMPTION FORM MUST BE FILLED OUT.

Buyer gives authority to the above listed references and/or any other credit agency or reporting bureau contracted by Seller to release any and all information relevant to the credit history of the Buyer, including, but not limited to, information regarding the Principals of Buyer.

Buyer _____ Date _____

Company Name _____

Signature _____

Title _____

(Must be signed by Owner or Officer of Corporation)

CONTINUING GUARANTY

For value received in order to induce the above named Seller to extend credit to the above named Buyer, I, the below named Guarantor, a person over the age of twenty-one (21) years, do hereby individually guarantee unconditionally and absolutely the payment of any and all indebtedness of liability now due or owing, or heretofore incurred, or for which Buyer may now be or hereafter become liable to the Seller, including, without limitation, the principal amount of any such indebtedness, interest, service charges, costs of legal process, reasonable attorney fees and court costs (when applicable), when due from the above named Buyer.

Signature

Date

Printed Name

Home Phone

Address

Social Security Number and/or Texas Drivers License No.