



**Expert Computer Services**  
 4969 Wattsburg Road, Erie PA 16510  
 814-825-7700 - Fax 814-824-5047  
 "Professional Service at a Practical Price"



**NEW ACCOUNT SETUP & TERMS UPGRADE**

*In order to expedite your account setup, please complete and fax our this form along with a copy of your current Tax Identification number.*

Once all forms have been received your account will be opened immediately for Cash and Credit Card orders. If you are applying for Company Check or Net Terms, the average turnaround time is 7 working days.

**Corporate Profile**

Business Name: \_\_\_\_\_

Annual Sales \$ \_\_\_\_\_ # of Years in Business \_\_\_\_\_

# of Employees \_\_\_\_\_ DBA Name: \_\_\_\_\_

Officer/Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

This Company is a:  Sole Proprietorship  Partnership  Corporation (State of Incorporation) \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_

Federal Employee I.D. #: \_\_\_\_\_

Dunn & Bradstreet Number: \_\_\_\_\_

Has this firm ever filed for bankruptcy? \_\_\_\_\_ (If yes, attach explanation)

**Billing Address**

*If different than above*

**Shipping Address**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### Credit Terms

Credit Line Requested: \$ \_\_\_\_\_

Terms Requested:  Net  COD  Credit Card

### Bank References

1

Bank/Bank Officer: \_\_\_\_\_

Phone: \_\_\_\_\_ Bank/Credit Dept. Fax #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Type of Account: Checking #: \_\_\_\_\_ Savings #: \_\_\_\_\_

Loan #: \_\_\_\_\_ Authorization to: \_\_\_\_\_ Date Opened \_\_\_\_\_

2

Bank/Bank Officer: \_\_\_\_\_

Phone: \_\_\_\_\_ Bank/Credit Dept. Fax #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Type of Account: Checking #: \_\_\_\_\_ Savings #: \_\_\_\_\_

Loan #: \_\_\_\_\_ Authorization to: \_\_\_\_\_ Date Opened \_\_\_\_\_

### Bank Release

*Please complete and sign this form to allow your bank to release credit information*

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Your Company Name)

Authorize the \_\_\_\_\_  
(Your Bank's Name)

\_\_\_\_\_  
(Your Bank's Address)

My account number is: \_\_\_\_\_

My Bank Officer's name is: \_\_\_\_\_ Date: \_\_\_\_\_

2

### Flooring Reference

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dealer #: \_\_\_\_\_ Contact name: \_\_\_\_\_

### Trade References

1 Name: \_\_\_\_\_

Address: \_\_\_\_\_

Account #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

2 Name: \_\_\_\_\_

Address: \_\_\_\_\_

Account #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

3 Name: \_\_\_\_\_

Address: \_\_\_\_\_

Account #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### Guarantee

### Individual Personal Guarantee

I, (Guarantor's Name) \_\_\_\_\_

residing at (Home Address) \_\_\_\_\_

with Social Security # \_\_\_\_\_ for good and valuable consideration, including the extension of credit which I hereby acknowledge as having been received, do hereby personally guarantee and promise to pay any obligation to any distributor listed on page one of this application on demand for any indebtedness of \_\_\_\_\_ (Reseller Name) to the particular distributor which may become due.

This guarantee shall be a continuing and irrevocable guarantee and indemnity to any distributor listed on page one. Further, I hereby subrogate any indebtedness of \_\_\_\_\_ (Reseller Name) which it may have to me to the indebtedness of the particular distributor.

I do hereby waive notice of default, non-payment and notice thereof and to jury trial and consent to all renewals and modifications of extension of credit.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

NOTICE: A COPY OF YOUR RESALE TAX EXEMPTION CERTIFICATE MUST BE ATTACHED TO THIS APPLICATION TO AVOID BEING TAXED ON ALL YOUR ORDERS.

# Expert Computers MASTER SALES CONTRACT

This Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, by and between Expert Computer Services an Erie, PA Company (Seller) and \_\_\_\_\_ (Buyer), whose address is \_\_\_\_\_

1. Seller agrees to sell Buyer and Buyer agrees to pay Seller for products which are delivered to Buyer upon the terms hereof and the terms the Purchase Orders or Invoices provided by Seller such Invoices and Purchase Orders being made a part hereof and are incorporated herein by reference.
2. Buyer agrees that title to Products sold pursuant to this agreement shall be with Seller until such time as Buyer pays all charges and costs for payment.
3. In the event Buyer's checks for payment hereunder are returned as non-payable for any reason, Buyer agrees to pay Seller a processing fee of \$30 for each returned check, plus an interest rate of one and one-half percent (1.5%) per month from the date of the Seller's invoice against which the check or checks were tendered.
4. In no event does Seller have an obligation to ship products without payment therefore. Payment by Buyer is due upon receipt of delivery of Products or pursuant to the terms of sale.
5. In the event Buyer defaults on its obligations hereunder, Seller may declare all sums to be due and owing immediately, and
  - a) Seller may enter Buyer's premises where the Products may be found and take possession and remove the products without liability for suit and other actions at law or equity, and all rights that Buyer may have in the Products as removed shall terminate absolutely all to the extent permitted by law. Buyer waives notice of hearing with respect to such retaking. Seller may sell or otherwise dispose of the Products removed and shall give Buyer credit for all sums received by Seller, less expenses incurred by Seller in the sale for disposition thereof;
  - b) Seller shall be entitled to recover all damages occasioned by the default;
  - c) Buyer shall also be liable for all expenses incurred by Seller enforcing remedies, including reasonable attorney's fees and expenses of at least twenty-five percent (25%) of the total unpaid amount owing to Seller and interest on amounts due Seller from the date of default until paid at one and one-half percent (1.5%) per month, but only to the extent permitted by law.
  - d) The foregoing (b) and (c) are agreed measures of damages, not to be deemed forfeiture or penalty.
  - e) All remedies are cumulative and are in addition to other remedies provided by law and may be exercised concurrently or separately. No exercise of a remedy shall be an election of remedy or preclude exercise of other remedies. No failure of Seller to exercise and no delay in exercising its rights hereunder shall operate as a waiver or modification of the terms of this Agreement. If this Agreement is deemed a security agreement, Seller's recovery shall not exceed the maximum permitted by law.
6. In the event certain terms and conditions of Invoices and Purchase Order shall be deemed to conflict or be inconsistent with the terms hereof, the terms and conditions of this Agreement shall control as to the terms between the parties.

Buyer Full Legal Name \_\_\_\_\_

By (signature) \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

REV-1220 AS - (3-96)

# PENNSYLVANIA EXEMPTION CERTIFICATE

This form cannot be used to obtain a Sales Tax License Number, PTA License Number or Exempt Status.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF REVENUE  
BUREAU OF BUSINESS TRUST FUND TAXES  
DEPT 280601  
HARRISBURG, PA 17128-0601

- CHECK ONE:**
- STATE OR LOCAL SALES AND USE TAX
  - STATE OR LOCAL HOTEL OCCUPANCY TAX
  - PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
  - PASSENGER CAR RENTAL TAX (PCRT)
- (Please Print or Type)

**Read Instructions  
On Reverse Carefully**

**THIS FORM MAY BE PHOTOCOPIED - VOID UNLESS COMPLETE INFORMATION IS SUPPLIED**

- CHECK ONE:**  PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)  
 PENNSYLVANIA TAX BI ANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller or Lessor \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property and services purchased or leased using this certificate **are exempt** from tax because:  
(Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

- 1. Property or services will be used directly by purchaser in performing purchaser's operation of:  
\_\_\_\_\_
- 2. Purchaser is a/an: \_\_\_\_\_
- 3. Property will be resold under License Number \_\_\_\_\_ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- 4. Purchaser is a/an: \_\_\_\_\_ holding Exemption Number \_\_\_\_\_
- 5. Property or services will be used directly by purchaser performing a public utility service. (Complete Part 5 on Reverse.)
- 6. Exempt wrapping supplies, License Number \_\_\_\_\_ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- 7. Other \_\_\_\_\_  
(Explain in detail. Additional space on reverse side.)

I am authorized to execute this Certificate and claim this exemption. Misuse of this Certificate by seller, lessor, buyer, lessee, or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### 1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within sixty days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

### 2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

### 3. RETENTION

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies. **DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.**

### 4. EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example 75-00000-0).