

**Cloveridge**   
**Converting LLC**

825 Prosper Road  
De Pere, WI 54115  
Phone: 920-336-3319  
Fax: 920-336-5799

**APPLICATION FOR CREDIT**

**Bill to Address**

Business Name \_\_\_\_\_  
Attention \_\_\_\_\_  
\_\_\_\_\_  
Number & Street  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Fax Number

**Ship to Address(if same, leave blank)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Number & Street  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Fax Number

**Business Entity:**  Sole Proprietor  
Subsidiary of \_\_\_\_\_  
Year Business Established \_\_\_\_\_  
Type of Business \_\_\_\_\_

Partnership  Corporation  
Federal ID. # \_\_\_\_\_  
or  
Soc. Sec. # (s) \_\_\_\_\_

**Company Owner/Officer**

Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

Title \_\_\_\_\_  
Title \_\_\_\_\_  
Title \_\_\_\_\_  
Title \_\_\_\_\_

**Business Property**  Own  Lease  
Morgagor/Landlord Name \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Address \_\_\_\_\_  
Telephone \_\_\_\_\_

How long business at present location? \_\_\_\_\_

If less than one year, list previous business owned or employment history:  
\_\_\_\_\_  
\_\_\_\_\_

Do you require a monthly statement?  Yes  No

Cloveridge would like a financial statement. Will you furnish?  Yes  No  
(The Financial Statement will be held in strict confidence and used for credit purpose only.)

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**TRADE REFERENCES: (3 Main Suppliers)**

Please provide name, address (including zip code) and phone number of each and every trade reference.

1. \_\_\_\_\_

Name	Address	Zip	Telephone #
OFFICE USE ONLY			
Open Date _____	High _____	Currently Owes _____	
Past Due _____	Terms _____	Credit Limit _____	
Comments _____			
Person Contacted for Reference _____			

2. \_\_\_\_\_

Name	Address	Zip	Telephone #
OFFICE USE ONLY			
Open Date _____	High _____	Currently Owes _____	
Past Due _____	Terms _____	Credit Limit _____	
Comments _____			
Person Contacted for Reference _____			

3. \_\_\_\_\_

Name	Address	Zip	Telephone #
OFFICE USE ONLY			
Open Date _____	High _____	Currently Owes _____	
Past Due _____	Terms _____	Credit Limit _____	
Comments _____			
Person Contacted for Reference _____			

**BANK REFERENCES: (Be certain to include the account number.)**

Name of Bank \_\_\_\_\_ Person to Contact \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ Checking Account # \_\_\_\_\_  
 \_\_\_\_\_ Saving Account # \_\_\_\_\_

Anticipated Monthly Purchases \_\_\_\_\_

A 1 1/2 % Service Charge will be rendered monthly on all items not paid within 10 days.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
 (Owner/Officer)

I understand that the above information is provided for the purpose of obtaining merchandise on credit from Cloveridge Converting LLC. The information is, to the best of my knowledge, correct. Cloveridge Converting LLC. May investigate any of the above statements, but is not required to, and may rely on information in accepting or rejecting the application for credit. I understand that if I do not want to apply for credit I will have to pay for all services and products in advance or when delivered.

**Note: No application will be processed without above signature.**

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**TERMS AND CONDITIONS OF OPEN-END CREDIT ACCOUNT**

**TRUTH-IN-LENDING DISCLOSURE STATEMENT**

1. Itemized charges on sales orders or invoices. All charges for goods shown on sales orders or invoices will be delivered to you at the time of sale.
2. A finance charge of  $1\frac{1}{2}\%$  per month (18% annual) will be applied to that part of any balance due 10 days from date of purchase and monthly thereafter. Patrons with charges over 90 days past due will be placed on a CASH BASIS.
3. The balance of your account upon which a finance charge will be imposed is the total of any balance due 10 days from the date of purchase. Unpaid finance charges will become part of the previous balance.
4. The only finance charge to which your account may be subject to is the periodic charge at the rate set forth in paragraph 2 above.
5. In the event that collection proceedings must be instituted to collect any balance due, you may be subject to statutory court costs, attorney fees, and disbursements.
6. Each payment will be applied: first to unpaid finance charges; then to services purchases; then to merchandise purchased. The first purchased shall be deemed first paid.
7. Cloveridge Converting LLC reserves the right to investigate my credit records and report to proper persons and bureaus my past experience with the account.
8. Cloveridge Converting LLC reserves the right to immediately revoke future credit under this agreement; usually due to past due experience with the account.
9. If you disagree with any portion of your bill, please notify Cloveridge Converting LLC within 30 days of billing date.
10. Cloveridge Converting LLC reserves the right to transfer and account to a "Closed End Credit Account", or a 1 on 1 basis is defined as: the first charge purchase must be paid in full before the next charge purchase is allowed. This would happen due to past experience with accounts or lack of sufficient credit rating. Notification will be made in writing.
11. If applying for Joint Account, both of us agree to be bound by the terms of this agreement and each of us agree to be jointly and severally liable for payment of all purchases made under this agreement.  
For Married Wisconsin Residents: If I am married and a Wisconsin resident, and applying for an individual account, I agree that credit extended under this account, if granted, will be incurred in the interest of my marriage or family. I understand the creditor may be required by law to give notice of the credit transaction to my spouse.  
This Disclosure Statement is being mailed or delivered to you in compliance with the Federal Truth-In-Lending Act. If delivered, the patron-customer is requested to acknowledge receipt of a copy of this statement on the date indicated by signing on the line provided below.
12. If a partnership or corporation or business proprietorship: I hereby agree bind myself to pay Cloveridge Converting LLC on demand any sum which may become due to Cloveridge Converting LLC by the company whenever the Company shall fail to pay the same. It is understood that this guaranty shall be a continuing and irrevocable guaranty and indemnity for such indebtedness of the company.

*Cloveridge*   
*Converting LLC*

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**NOTICE TO CUSTOMERS**

**DO NOT SIGN THIS BEFORE YOU READ THE AGREEMENT. EVEN IF OTHERWISE ADVISED. DO NOT SIGN THE AGREEMENT IF IT CONTAINS ANY BLANK SPACES.**

**YOU ARE ENTITLED TO AN EXACT COPY OF ANY AGREEMENT YOU SIGN. YOU HAVE THE RIGHT AT ANY TIME TO PAY IN ADVANCE THE UNPAID BALANCE DUE UNDER THE AGREEMENT AND YOU MAY BE ENTITLED TO A PARTIAL REFUND OF THE FINANCE CHARGES.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**FARMER'S EXEMPTION CERTIFICATE - State and County SALES Tax**

Instructions: This certificate should be completed by the purchaser given to the seller for retention as part of the seller's records.

- Single Purchase       Continuous (not applicable for animal waste containers)

The undersigned hereby claims exemption on the purchase, lease or rental of tangible personal property or taxable service from Cloveridge Converting LLC, 825 Prosper Rd, De Pere, WI 54126

(Seller or Lessor)

based upon the purchaser's proposed exclusive use of the item(s) purchased in farming, dairying, agriculture, horticulture, or floriculture engaged in as a business enterprise.

- Tractors (except lawn and garden tractors) and farm machines, including parts and repair service therefore.
- Fuel\*\*, including natural gas (does not include lubricants (oil) or antifreeze.)
- Feed, seeds for planting, plants, fertilizer, soil conditioners, spray, pesticides and fungicides.
- Baling twine & baling wire; breeding & other livestock, poultry & farm work stock.
- Containers for fruits, vegetable & grains. Also containers actually used to transfer merchandise to Customers of the undersigned.
- Animal waste containers or component parts thereof.
- Animal bedding, medicine for farm livestock.
- Milk house supplies.
- All-Terrain Vehicles (ATV) used exclusively in farming, not licensed for public use.\*\*\*

If "continuous" exemption is checked above, this certificate shall continue in force until revoked and shall be considered a part of each order given to the above named seller or lessor unless the order specifies otherwise. Use of this certificate does not exempt sales of items other than certified above.

I am authorized to execute this certificate and claim this exemption. Misuse of the certificate by the seller or farmer may constitute a misdemeanor.

**Notes:**

\*No claim for exemption may be made by farmer for the purchase of motor vehicles or trailers for highway use, lawn & garden tractors, snowmobiles, or for items used for the personal comfort or convenience of the farmer.

\*\*This certificate cannot be used as an exemption for paying Wisconsin gasoline tax. An application for Exemption Certificate: Gasoline Purchased for Nonhighway Use, Form MF-212, must be used to claim valid gas tax exemption.

\*\*\*When claiming an exemption for an ATV which is also registered for public use, a written description including the percentage of time for private & public use, must be submitted with the ATV Registration Application.

Each sale made under a continuous exemption claim must be supported by a sales record showing the name & address of the purchaser as noted above, the date of sale, & description of the property sold.

Questions: If either the purchaser or the seller has any questions regarding the completion or use of this certificate, please call (608) 266-2776 or write to the Wisconsin Department of Revenue, PO Box 8902, Madison, WI 53708-8902

Farmer's Signature: \_\_\_\_\_

Farmer's Name: \_\_\_\_\_

Farmer's Address: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number(S): \_\_\_\_\_

# WISCONSIN RESALE CERTIFICATE

Single Purchase

CONTINUOUS (Remains in force until canceled by the purchaser or the department.)

I HERBY CERTIFY: That I hold Seller's Permit No. \_\_\_\_\_ issued pursuant to the Wisconsin sales and use tax law and that I am engaged in the business of selling, leasing, or renting:

\_\_\_\_\_  
(Description of Property or Service)

That the tangible personal property or taxable service described herein which I shall purchase from:

\_\_\_\_\_  
Supplier's Name

Will be resold, leased, or rented by me; provided, however, that in the event any such property is used for any purpose other than retention, demonstration, or display while holding it for sale, lease, or rental in the regular course of business, I understand that I am required by the sales and use tax law to report and pay the tax measured by the purchase price of such property.

\_\_\_\_\_  
\_\_\_\_\_  
(Description of kind of property purchased must be provided for the certificate to be valid. For a "Single Purchase," itemize the property purchased; for a "Continuous" certificate, give general description of the kind of property to be purchased for resale, lease, or rental in the regular course of the purchaser's business.)

A "Continuous" certificate giving a general description of the kind of property purchased is good until revoked in writing. If a purchaser, who has given a "Continuous" certificate, asserts that he/she is buying for resale property of a kind not normally resold in his/her business, the seller should ask for a "Single Purchase" resale certificate listing the specific property.

Purchaser's Business Name & Address		
Type of Business Activity (e.g. Mail order, tavern, ect.)		
Purchaser's Signature,	Title	Date

\*Certain purchasers may use this certificate even though they do not hold a Wisconsin Seller's Permit: (a) A Wholesaler who sells only to the sellers for resale may insert "Wholesale Only" in the space for the Seller's Permit number; or (b) A person registered as a seller in another state makes no retail sale in Wisconsin may insert the name of the state in which registered and that state's Seller's Permit number. However, a Wisconsin supplier may not accept a certificate from a business not holding a Wisconsin Seller's Permit, if the sale involves the Wisconsin supplier's delivery of good to a consumer in Wisconsin.

**Important:** Sellers claiming exemption by reason of "Sales for Resale" are required to retain resale certificate in support of such exemption. See back of this form for further information regarding the use of this certificate.

1. Resale certificates, if taken in good faith and if complete and properly executed, are an aid to sellers in proving that a sale of tangible personal property or taxable service is not a sale at retail. Sellers should exercise caution when accepting resale certificates. As required by law, the resale certificate:
  - a. Shall be signed by and bear the name and address of the purchaser.
  - b. Shall indicate the general character of the tangible personal property or service sold by the purchaser.
  - c. Shall contain a general description of the property purchased for resale, if a "Continuous" resale certificate is used; for a "Single Purchase" certificate, an itemization of the property purchased is necessary.
  - d. Shall indicate the Seller's Permit number held by the purchaser, except as noted on the bottom of the form.
  - e. Must be accepted in good faith.

If all these conditions are met, the seller is relieved from the burden of proving that the sale of tangible personal property or taxable services was not a taxable sale at retail.

2. A resale certificate also should indicate the general character of the purchaser's business for the Protection of the seller, who can then determine whether to sell a particular article without reimbursement for the tax.
3. The resale certificate must be accepted in "good faith". This means that if the resale certificate does not meet the test prescribed in the preceding paragraph, or if the seller has knowledge of facts which give rise to a reasonable inference that the purchaser does not intend to resell the property, then it is not being accepted in good faith, and the seller is not relieved of the burden of proving that the sale was not a sale at retail.
4. A resale certificate may be issued if the purchaser is unable to ascertain at the time of purchase whether the property will be sold or will be used for some other purpose. For example, some construction contractors who also sell construction supplies through retail shops do not know when they purchase such supplies whether they will be consumed in construction contracts or resold to others. In such instances there are two courses open to the construction contractor at the time he/she makes the purchase.
  - a. The construction contractor can give a resale certificate to the supplier. Thereafter, if the items are resold, sales tax must be paid on the sales price to the customer. If the items are used in fulfillment of a construction contract, then use tax is due on the purchase price of the items.
  - b. The construction contractor may reimburse the supplier for the sales tax on all items. In this case the obligation has been met on items consumed in construction contracts.

As to the items resold at retail, credit may be taken for the tax previously paid to the supplier. The credit is claimed by entering the purchase price (excluding sales tax paid) under "Tax Paid Purchases Resold Before Use" in the deduction section of the sales tax return (Form ST-12)

5. If a contractor purchases an item custom made for a particular construction contract which will be used in real property construction activity, a resale certificate may not be used to purchase item without tax.

**Federal and Wisconsin Governmental Units**

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States or by a corporation wholly owned by the United States.
- State of Wisconsin or any agency thereof; Local Exposition District, Professional Baseball Park District, or Professional Football Stadium District.
- Wisconsin county, city, village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, uptown business improvement districts, local cultural arts district, and Fox River Navigational System Authority.
- Wisconsin public schools, school districts, universities, and technical college districts.
- County-city hospitals or UW Hospitals and Clinics Authority.
- Sewerage commission, metropolitan sewerage district, or a joint local water authority.

**Other**

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
- Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC or IC No. \_\_\_\_\_.
- Items or services purchased directly by and used by religious, charitable, educational, scientific, or other organizations holding a Wisconsin Certificate of Exempt Status. CES No. \_\_\_\_\_.
- Tangible personal property to be resold by \_\_\_\_\_ on my behalf where \_\_\_\_\_ is registered to collect and remit sales tax to the Department of Revenue on such sales.
- Tangible personal property or services purchased by a Native American with enrollment # \_\_\_\_\_ who is enrolled with and resides on the \_\_\_\_\_ Reservation, where buyer will take possession of such property or services.
- Tangible personal property becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility.
- Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility. (Percent of electricity or natural gas exempt \_\_\_\_\_%)
- Electricity, natural gas, fuel oil, propane, coal, steam and wood used for fuel for residential or farm use.

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential .....	_____ %	_____ %	_____ %
<input type="checkbox"/> Farm .....	_____ %	_____ %	_____ %

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

- Percent of printed advertising material solely for out-of-state use. \_\_\_\_\_ %
- Other purchases exempted by law. (State items and exemption). \_\_\_\_\_

*I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.*

Authorized Signature	Title	Date
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(DETACH AND PRESENT TO SELLER)