

# Writers of the Round Table, INC.

Credit Application, Authorization, Agreement,  
Credit Card Authorization Form, and Resale Certificate

1670 Valencia Way.  
Mundelein, IL 60060  
224-475-0392 Phone  
mike@roundtablepress.com  
815-346-2398 Fax

Date:

Rep:

Contact Information		Billing Information	
Contact Name		AP Contact Name	
Company Name		Company Name	
Address		Address	
Phone		Phone	
Fax		Fax	
Email		Email	
General Company Information			
Federal Tax ID Number		Resale Number	
Legal Structure (check all that apply)	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership	<input type="checkbox"/> LLC <input type="checkbox"/> LLP	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Profit
In Business Since		Business Type	
Principals of the Firm			
Name	Title	Home Address	Social Security No.
1.			
2.			
3.			
Bank References			
Bank Name(#1)		Bank Name(#2)	
Address		Address	
Contact		Contact	
Phone	Fax	Phone	Fax
Account #/Type		Account #/Type	
Trade References			
Company (#1)		Company (#2)	
Address		Address	
Account #	Contact	Account #	Contact:
Phone	Fax	Phone	Fax:
Company (#3)		Company (#4)	
Address		Address	
Account #	Contact	Account #	Contact"
Phone	Fax	Phone	Fax:

## Signature Authorization

Application/Agreement is Binding. By signing below, I confirm that all of the information contained in this application is true and correct and I further accept and agree to be bound by the terms and conditions set forth herein, in any and all purchase orders, invoices and price lists.

Terms and Conditions. Monies owing on all orders are due and payable in accordance with the terms of the applicable invoice. A \$30 fee will be added to all account balances for each returned check. A late charge of 1.5% per month will be added to any amount not paid within the terms of the invoice. If payment is not made within the terms of the invoice, WRITERS OF THE ROUND TABLE, INC. without demand will declare your account balance immediately due and payable and terminate your ability to obtain additional trade credit. If payment is not made within the terms of the invoice, WRITERS OF THE ROUND TABLE, INC. may proceed without demand with any legal remedy available for collection of the unpaid amounts, including recovery of reasonable attorney's fees, court costs, and other legal and collection expenses.

WRITERS OF THE ROUND TABLE, INC. may also choose not to exercise or to delay enforcement of any of its rights under this Application/Agreement without losing them. Not exercising its rights or delay in exercising its rights does not constitute a waiver of rights by WRITERS OF THE ROUND TABLE, INC.

Returns: All purchases are non-returnable except in the case of damaged items which must be reported upon receipt..

Warranties. WRITERS OF THE ROUND TABLE, Inc. does not offer any product warranty. Applicant acknowledges and understands that no warranties, whether express or implied are conveyed or extended by WRITERS OF THE ROUND TABLE, INC.

Applicant Waiver. It is specifically understood that all billing, accounts receivable and credit functions are processed through headquarters in Mundelein, Lake County, Illinois. Consequently, it is understood that in the event of suit or action, same may take place in Mundelein, Lake County, Illinois

APPLICANT WAIVES THEIR RIGHT TO LITIGATE OUTSIDE OF LAKE COUNTY, ILLINOIS \_\_\_\_\_(Initials).

Applicant Authorization. By signing applicant expressly authorizes WRITERS OF THE ROUND TABLE, INC. and/or its agents to investigate, verify and/or supplement any references herein listed, or statement or any other data obtained from any person pertaining to the credit worthiness or financial responsibility of the applicant and authorizes all trade references, banks, and credit reporting agencies to disclose any and all information concerning the financial and credit history of the Applicant and/or the personal guarantor herein.

Signature	Date
Print Name	Title

## Resale Tax Exemption Certificate

### Attach a photocopy of your resale permit

I hereby certify that I hold a valid Seller's Permit No. \_\_\_\_\_ by the State of \_\_\_\_\_, issued pursuant to the Sales and Use Tax Law, and that I am engaged in the business of selling \_\_\_\_\_ tangible personal property. The merchandise I purchase from WRITERS OF THE ROUND TABLE, INC.. after the date signed below is for resale, and will be resold as tangible personal property; provided, however, that in the event any of such property is used for any purpose other than retention, demonstration, or display while holding it for sale in the regular course of business, it is understood that I am required by the Sales and Use Tax Law to report and pay tax, measured by the purchase price of such property or other authorized amount. This certificate is to be considered a part of each order and is to continue in force until revoked.

Signature	Date
Print Name	Title

**Writers of the Round Table Inc.**  
Credit Card Authorization Form

1670 Valencia Way  
Mundelein, IL 60060  
(815)346-2398 Phone/fax  
erin@roundtablecompanies.com

New  Update

Contact Information		Credit Card Billing Information	
Contact Name		Cardholder Name	
Company Name		Address	
Address			
		Credit Card No.	
Phone	Fax	Expiration Date:	
		Security Code:	
Email		Type of Card	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex
<b>Cardholder Signature Authorization</b>			
After credit card order has been processed, the transaction can be voided only within the same day before close of business. For refund of the credit card payment, to cancel the order, or to change the payment method after close of business on same day of transaction, buyer agrees to pay a \$25.00 refund processing fee.			
Cardholder expressly authorizes WRITERS OF THE ROUND TABLE INC. to charge the above credit card for products and services purchased from WRITERS OF THE ROUND TABLE INC. and agrees to the terms hereinbefore stated. This authorization is to be considered a part of each order and is to continue in force until revoked.			
Cardholder Signature		Date	