MELMARC

NEW ACCOUNT

The credit approval process is your vital first step toward a mutually beneficial business relationship with Melmarc. Establishing open terms will allow the most efficient method of product purchase and delivery.

Please read and complete the enclosed forms carefully. For your reference, they include the following:

1. **ACCOUNT APPLICATION**
   Standard information about your company, trade and bank references, and your signature indicating acceptance of the stated terms and conditions.
2. **CERTIFICATE OF RESALE**
   Provide your seller's permit number for product purchased for resale. Please remember that samples, artwork, art production time, etc., are subject to sales tax.
3. **CREDIT CARD AUTHORIZATION**
   Provide your credit card information and your signature authorizing Melmarc to charge a specified amount to that card.

You may FAX these documents at (909) 391-7610 to expedite the approval process or mail documents to:
Melmarc - 752 S. Campus Ave. Ontario, CA 91761, Attn: Credit Department.

With the cooperation of your bank and trade references, we will do our best to process your credit application quickly. However, until we have received, processed and approved your application, payment in advance is required. Melmarc accepts Visa, MasterCard, American Express or Cashier's Check. An additional fee of 3% will be added to all orders paid with a credit card. Company Checks are accepted on approved, NET term orders only.

Please direct your questions to the Credit Department at (909) 202-8900.. We appreciate the opportunity to provide our services.

In addition, the remaining page outlines supplemental information that will further enhance our ability to serve your needs. If you have a formal Vendor Compliance Manual, or similar document, please include a copy with your credit information. Otherwise, please consider the following list and provide us with all applicable information as soon as possible:

- Company Policies
  Terms & conditions, payment methods & procedures, confidentiality, or chargebacks.
- Production Planning & Work In Process
  Shipping schedules, PO log, Production or Delivery Change Notification.
- Delivery Procedures
  All required documentation.
- Production Approval and Sample Requirements
  Fabric, trim, product development, or quality assurance.
- Delivery Procedures
  Advanced Ship Notification, packing slip.
- Packing Standards
  Carton size, maximum weight, packing requirements, carton marking
- Finishing Standards
  Barcode labels, hangtags, header card, polybags.
- International Shipping
  Required export documentation.

MELMARC

ACCOUNT APPLICATION

CUSTOMER INFORMATION

LEGAL BUSINESS NAME

ADDRESS

CITY | STATE | ZIP

TEL | FAX

TYPE OF ENTITY | SOLE PROPRIETOR | PARTNERSHIP | LLC | C-CORP | S-CORP

YEARS IN BUSINESS | NUMBER OF EMPLOYEES

PRIMARY CONTACT

NAME | EMAIL

TEL | FAX

BANK INFORMATION

BANK NAME | CONTACT NAME

ADDRESS

CITY | STATE | ZIP

TEL | FAX

CHECKING ACCOUNT # | SAVINGS ACCOUNT #

TRADE REFERENCE #1

NAME

ADDRESS

CITY | STATE | ZIP

TEL | FAX

TERMS | OTHER

TRADE REFERENCE #2

NAME

ADDRESS

CITY | STATE | ZIP

TEL | FAX

TERMS | OTHER

MELMARC

ACCOUNT APPLICATION

TRADE REFERENCE #3

NAME

ADDRESS

CITY | STATE | ZIP

TEL | FAX

TERMS | OTHER

TERMS & CONDITIONS

1. The undersigned hereby certifies that he or she is duly authorized to sign the application on behalf of Applicant/Customer and that the information contained herein for the purpose of obtaining credit is represented to be true and complete by the Applicant.
2. Applicant authorizes Melmarc to investigate all credit references and may report Applicant's performance whenever Applicant uses Melmarc as a credit reference.
3. The undersigned authorizes its trade references and bank to release complete information for the purpose of credit extension.
4. The undersigned authorizes Melmarc to obtain the necessary trade and personal credit reports at present and on a continuing basis to determine the credit worthiness of the Applicant.
5. Upon approval as an open account customer, Applicant agrees to pay Melmarc within terms (Net 30 Days). The Applicant also agrees to pay, in addition to the principal, a late charge of 1 1/2% per month on the outstanding balance, in the event the Applicant's account becomes delinquent. Applicant shall also be liable for service charges incurred for checks returned for non-sufficient funds.
6. If failure to pay causes the account to be assigned or referred to an attorney for collections, Applicant agrees to pay reasonable collection and/or attorney fees and all court costs. The venue for all state court proceedings shall be in Orange County, California.

SIGNATURE OF PURCHASER OR AUTHORIZED AGENT | DATE

NAME OF PURCHASER | TITLE

SOLE PROPRIETORSHIP OR PARTNERSHIP

I personally guarantee all debts incurred by Applicant and hereby agree to bind myself (ourselves) to pay Melmarc on demand any sums which may become due whenever Applicant shall fail to pay the same. It is understood that this shall be a continuing and irrevocable guaranty and indemnity for such indebtedness of Applicant.

SIGNATURE OF OWNER | DATE

NAME OF OWNER | TITLE

SIGNATURE OF OWNER | DATE

NAME OF OWNER | TITLE

MELMARC

CERTIFICATE OF RESALE

I HEREBY CERTIFY:

1. I hold valid seller's permit number: _____

2. I am engaged in the business of selling the following type of tangible personal property _____

_____

3. This certificate is for the purchase from _____ of the items(s) I have listed in paragraph 5 below.

4. I will resell the item(s) listed in paragraph 5, which I am purchasing under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for sale in the regular course of my business. I understand that if I use the item(s) purchased under this certificate in any manner other than as just described, I will owe use tax based on each item's purchase price or as otherwise provided by law.

5. Description of property to be purchased for resale:

_____

_____

_____

6. I have read and understand the following:

For Your Information: A person may be guilty of a misdemeanor under Revenue and Taxation Code section 6094.5 if the purchaser knows at the time of purchase that he or she will not resell the purchased item prior to any use (other than retention, demonstration, or display while holding it for resale) and he or she furnishes a resale certificate to avoid payment to the seller of an amount as tax. Additionally, a person misusing a resale certificate for personal gain or to evade the payment of tax is liable, for each purchase, for the tax that would have been due, plus a penalty of 10 percent of the tax or $500, whichever is more.

SIGNATURE OF CARDHOLDER _____ DATE _____

NAME OF CARDHOLDER _____ TITLE _____