

Please provide as much information as possible to speed the processing of your new account. All information is confidential.

Account Name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

This property is  Owned  Rented No. of years at this address \_\_\_\_\_ No. of years in business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Sole Proprietorship  General Partnership  Corporation—Federal I.D. No. \_\_\_\_\_

OWNERS OR OFFICERS

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

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

Home Address \_\_\_\_\_ Home Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

BANK AND TRADE REFERENCES

**Bank** \_\_\_\_\_ **Company** \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact Person \_\_\_\_\_

**Company** \_\_\_\_\_ **Company** \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact Person \_\_\_\_\_

I certify that the above statements, which are furnished for the purpose of obtaining credit, are true and correct. The Terms and Conditions printed on the back of this document, or accompanying it in PDF (portable digital format), shall apply to all transactions unless otherwise stipulated in writing. I agree to make prompt and complete payment of the obligations of this account, including interest of 1.5% per month on past due amounts, and attorney's fees of 15% should a collection action be required. Permission is hereby granted to the above listed credit references to release credit history information to Greater Georgia Printers, Inc.

# TERMS AND CONDITIONS OF SALE

**A QUOTATION** not accepted within thirty (30) days is subject to review.

**ORDERS** regularly entered, verbal or written, cannot be cancelled except upon terms that compensate printer against loss.

**DESIGN WORK**, sketches, copy, dummies and all preparatory work created or furnished by the printer, shall remain his exclusive property and no use of same shall be made, nor any ideas obtained there from be used, except upon compensation at printer's standard rates.

**PREPARATORY MATERIALS:** Artwork, type, color separations, plates, and files when supplied by the printer shall become the customer's property upon payment of the account. Printer assumes no responsibility for their safekeeping.

**CONDITION OF COPY:** Quotations, unless otherwise stated, are based on customer supplied PDF (portable document format) digital files for completely ready-to-plate output. A preflight report of your files will be available at no charge. Any required file preparation, fixes or changes are additional at printer's standard rates.

**COPY CONTENT:** GGP reserves the right to decline the printing of materials that it considers pornographic, obscene, sacrilegious, discriminatory, or detrimental to the public interest.

**ALTERATIONS:** Alterations represent work performed in addition to the quoted specifications. Such additional work shall be chargeable at current rates and will be supported with documentation upon request.

**PROOFS:** Quotations include one set of Color Ink Jet Proofs or an online Virtual Proof. Corrections, if required, are to be indicated on the proof. Proofs should be marked "OK", OK with corrections" or "Revised Proof Requested". Printer cannot be held responsible for errors if work is printed per customer's OK or if changes are communicated verbally. Printer shall not be liable for errors if the customer declines proofs.

**PRESS PROOFS:** Unless specifically provided in printer's quotation, press proofs or press checks will be additional charges at current rates.

**COLOR PROOFING:** Because of differences in processes, papers, and pigments between color proofs and pressroom operations, a reasonable variation in color between proofs and the completed job shall constitute acceptable delivery.

**OVER RUNS OR UNDER RUNS:** Over run or under run adjustments will be calculated based on the run-on cost per thousand.

**CUSTOMER'S PROPERTY:** The printer will maintain fire, extended coverage, vandalism, malicious mischief and sprinkler leakage insurance on all property belonging to the customer, while such property is in the printer's possession. Printer's liability for such property shall not exceed the amount recoverable from such insurance.

**DELIVERY:** Unless otherwise specified, a quotation is for a single

shipment, without storage, F.O.B. printer's dock. Proposals are based on prompt, continuous and uninterrupted delivery of complete order, unless specified otherwise. Charges related to delivery from customer to printer, or from customer's supplier to printer are not included in any quotations unless specified. Special priority pickup or delivery service will be provided at current rates upon customer's request. Materials delivered from customer or his suppliers are verified with delivery ticket as to cartons, packages or items shown only. The accuracy of quantities indicated on such tickets cannot be verified and printer cannot accept liability for shortage based on supplier's tickets. Title for finished work shall pass to the customer upon delivery, to carrier at shipping point or upon mailing of invoices for finished work, whichever occurs first.

**PRODUCTION SCHEDULES:** Production schedules will be established and adhered to by customer and printer, provided that neither shall incur any liability or penalty for delays due to state of war, riot, civil disorder, fire, strikes, accidents, action of Government or civil authority, act of God or other causes beyond the control of the customer or printer.

**CUSTOMER FURNISHED MATERIAL:** Paper stock, inserts, envelopes, media and other customer furnished materials shall be manufactured, packed and delivered to printer's specifications. Additional cost due to delays or impaired production caused by specification deficiencies shall be charged to the customer.

**TERMS:** Payment terms are to be agreed upon. Claims for defects, damages or shortages must be made by the customer in writing within a period of 30 days after delivery. Failure to make such claim within the stated period shall constitute irrevocable acceptance and an admission that they fully comply with terms, conditions and specifications. Printer's liability shall be limited to quoted price of any defective goods returned to printer, and shall in no event include special or consequential damages, including profits (or profits lost). As security for payment of any sum due or to become due under terms of any Agreement, printer shall have the right, if necessary, to retain possession of and shall have a lien on all customer property in printer's possession including work in process and finished work. The extension of credit or acceptance of notes, trade acceptances or guarantee of payment shall not affect such security interest and lien. State and District Courts located in Bibb County, GA shall have exclusive jurisdiction and venue over any claims arising out of this contract and the enforcement thereof.

**INDEMNIFICATION:** The customer shall indemnify and hold harmless the printer from any claims, demands, actions and proceedings against the printer alleging violation of any copyright or proprietary right of any person, or any matter that is libelous or scandalous, or invades any person's right to privacy or other personal rights, except to the extent that the printer has contributed to the matter.

## PERSONAL GUARANTY

For value received, the undersigned (who if two or more in number, shall be jointly and severally liable) hereby unconditionally guarantee(s) payment to GREATER GEORGIA PRINTERS, INC. for all merchandise ordered and produced for the company, organization or individual named on the front of this sheet, within the terms to be approved by Greater Georgia Printers, Inc. The undersigned further agree(s) to pay all expenses paid or incurred by Greater Georgia Printers, Inc. in attempting to collect the charges, including attorney's fees of fifteen percent (15%) of the principal. All accounts not paid within terms shall bear interest at 1.5% per month.

Name of Guarantor (print)

Name of Guarantor (print)

\_\_\_\_\_  
Name (sign)

\_\_\_\_\_  
Name (sign)

**X**  
\_\_\_\_\_  
S.S.N. (needed to obtain credit report)

**X**  
\_\_\_\_\_  
S.S.N. (needed to obtain credit report)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Address

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

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

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone