



TO: Potential Customers

SUBJECT: Establishment of Credit Terms

Dear Potential Customer,

Thank you for your interest in Label Solutions, Inc. as a supplier. Please take time to complete the attached forms) to provide us with the information necessary to establish your account.

- 1). **APPLICATION FOR CREDIT** - Provide all of the information requested in the form on page 2 of document. Attach a separate sheet if needed. Have the owner or corporate officer sign and date the application before faxing it back to Label Solutions.
- 2). **SALES TAX EXEMPTION CERTIFICATE** - If your sales are to be exempt from sales tax, complete and sign the form on page 3 of this document. You must complete the entire form for it to be accepted by the State of Missouri as a valid exemption.
- 3). **INVOICE NOTIFICATION** - Our new accounting software allows us to automatically email or fax invoices to our customers, the information on page 5 is required for this process.

All of these forms must be returned to Label Solutions before the credit approval process can begin. It is important to note that all signatures on the **Credit Application** must be that of a principal member of your company. Accounting clerks, production managers, or purchasing agents are not qualified as valid endorsers of the credit application form; however any of these individuals may sign the **Sales Tax Exemption Certificate**.

Fax numbers must be completed to start the credit approval process. On average it will take 1 to 2 business days after the signed and completed documents are returned to Label Solutions for the information to be verified and your account to be established.

We look forward to establishing a prosperous relationship with you and your organization. If you have any questions or need assistance in completing these forms, please feel free to call us at (417) 859-6850 for assistance.

Thanks again for your interest in Label Solutions, Inc.



www.easylabeling.com

APPLICATION FOR CREDIT

P.O. Box 12
677 George Street
Marshfield, MO 65706
Phone: 417-859-6850
Fax: 417-859-6851

Customer Number Assigned Internal Use Only

Company Name: _____ Date: _____

Billing Address: _____ Shipping Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Ownership Type: Sole Ownership _____ Partnership _____ Corporation _____

If incorporated please list: State _____ Year _____

Please provide the names, titles, complete address & phone numbers of all principles of the company.

NAME & TITLE	ADDRESS	PHONE NO.
_____	_____	_____
_____	_____	_____
_____	_____	_____

BANKING & CREDIT INFORMATION

Bank Name _____ Phone () _____

Account Number _____ Fax () _____

TRADE REFERENCES

Name _____ Phone () _____

Account Number _____ Fax () _____

Name _____ Phone () _____

Account Number _____ Fax () _____

Name _____ Phone () _____

Account Number _____ Fax () _____

Applicants signature attest financial responsibility, ability and willingness to pay our invoices in accordance with our terms, past due invoices are subject to interest penalty of 1.5% per month. Applicant agrees to pay reasonable attorney fees plus interest in case of default.

The applicant further acknowledges careful reading understanding and agreement to terms and conditions of sale. The applicant hereby authorizes and instructs any persons or consumers reporting agency to compile and furnish any information concerning the applicant and/or the company.

PRINCIPAL'S SIGNATURE (ONLY): _____ **DATE:** _____

PRINTED NAME: _____ **TITLE:** _____

MISSOURI DEPARTMENT OF REVENUE
 DIVISION OF TAXATION AND COLLECTION
 P.O. BOX 3300
 JEFFERSON CITY, MISSOURI 65105-3300

FORM
149
 (REV. 11-2002)



P.O. Box 12 • 677 George Street
 Marshfield, MO 65706
 Phone: 417-859-6850 • Fax: 417-859-6851

SALES/USE TAX EXEMPTION CERTIFICATE

Give this form to your supplier. Do not send this form to the Department of Revenue.

PART A

1. PURCHASER	DOING BUSINESS AS
ADDRESS	CITY, STATE, AND ZIP
2. SELLER	DOING BUSINESS AS
ADDRESS	CITY, STATE, AND ZIP
3. PRODUCT OR SERVICES PURCHASED	
4. PURCHASER'S TYPE OF BUSINESS	
5. CLAIMING EXEMPTION FOR	
<input type="checkbox"/> RESALE (COMPLETE PART B BELOW) <input type="checkbox"/> PLANT EXPANSION <input type="checkbox"/> NEW PLANT <input type="checkbox"/> REPLACEMENT MACHINERY, EQUIPMENT & PARTS <input type="checkbox"/> INGREDIENT OR COMPONENT PART <input type="checkbox"/> WHOLESALERS (TAX ID NOT REQUIRED) <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> OTHER (EXPLAIN): _____	

PART B

IF CLAIMING EXEMPTION FOR RESALE, PLEASE COMPLETE THE FOLLOWING

1. PURCHASER'S HOME STATE	2. PURCHASER'S STATE TAX I.D. NUMBER
3. GENERAL DESCRIPTION OF PRODUCT TO BE PURCHASED FROM THE SELLER	

NOTE: Illinois does not have an exemption on sales of property for subsequent lease or rental.

Caution to Seller: In order for the certificate to be accepted in good faith by the seller, the seller must exercise care that the property being sold is of a type normally sold wholesale, resold, leased, rented, or utilized as an ingredient or component part of a product manufactured by the buyer in the usual course of business. In some states or cities, a seller failing to exercise due care could be held liable for the sales tax due.

Please see page 4 of this document for statutory references.

PART C

I SWEAR OR AFFIRM THE INFORMATION ON THIS FORM IS TRUE AND CORRECT AS TO EVERY MATERIAL MATTER.

AUTHORIZED SIGNATURE (PURCHASER OR PURCHASER'S AGENT)	DATE
---	------

INSTRUCTIONS

PART A

1. Complete the name of the purchaser, address, city, state, and zip.
2. Complete the name of the seller, address, city, state, and zip.
3. give a brief description of the product or services to be purchased.
4. give a brief description of the type of business.
5. Check the appropriate box for the type of exemption to be claimed. If claiming exemption for plant expansions, new plant, or design change, indicate in the space provided a general project description, project number, or a brief description of the equipment to be purchased. A new exemption will be needed for future projects.

PART B

If claiming exemption for resale, complete the requested information.

PART C

Sign and date the form.

If you have any questions, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, or call (573) 751-2836 or e-mail salesuse@mail.dor.state.mo.us.

SECTION:

- 144.030.2 Provides for the various sales/use tax exemptions under Missouri law. The following are some of the specific statutes applicable to the exemptions on page 3 of this document:
- 144.030.2(1) Provides in part, "The sale at retail of . . . feed for livestock or poultry or grain to be converted into foodstuffs which are to be sold ultimately in processed form at retail; or seed, limestone or fertilizer which is to be used for seeding, liming or fertilizing crops which when harvested will be sold at retail or will be fed to livestock or poultry to be sold ultimately in processed form at retail . . ."
- 144.030.2(2) Provides in part, "Materials, manufactured goods, machinery and parts which when used in manufacturing, processing, compounding, mining, producing or fabricating become a component part or ingredient of the new personal property resulting from such manufacturing, processing, compounding, mining, producing or fabricating and which new personal property is intended to be sold ultimately for final use or consumption; and materials . . . and manufactured goods . . . which are ultimately consumed in the manufacturing process by becoming, in whole or in part, a component part or ingredient of steel products intended to be sold ultimately for final use or consumption; . . ."
- 144.030.2(3) Provides in part, "Materials, replacement parts and equipment purchased for use directly upon, and for the repair and maintenance or manufacture of, motor vehicles, watercraft, railroad rolling stock or aircraft engaged as common carriers of persons or property; . . ."
- 144.030.2(4) Provides in part, "Replacement machinery, equipment and parts and the materials and supplies solely required for the installation or construction of such replacement machinery, equipment and parts, used directly for manufacturing, mining, fabricating or producing a product which is intended to be sold ultimately for final use or consumption; . . ."
- 144.030.2(5) Provides in part, "Machinery and equipment, and the material and supplies solely required for the installation or construction of such machinery and equipment, purchased and used to establish new or to expand existing manufacturing, mining or fabricating plants in the state if such machinery and equipment is used directly in manufacturing, mining or fabricating a product which is intended to be sold ultimately for final use or consumption; . . ."
- 144.030.2(22) Provides in part, ". . . all sales of feed additives, medications, or vaccines administered to livestock or poultry in the production of food or fiber, . . . pesticides used in the production of crops, . . . bedding, . . . all sales of propane or natural gas, electricity or diesel fuel used exclusively for drying agricultural crops, and all sales of farm machinery, other than airplanes, motor vehicles and trailers, as used in this subdivision the term "feed additives" means tangible personal property which, when mixed with feed for livestock or poultry, is to be used in the feeding of livestock or poultry. As used in this subdivision, the term "farm machinery" means new or used farm tractors and such other new or used farm machinery and equipment and repair or replacement parts thereon and one-half of each purchaser's purchase of diesel fuel therefore which is:
- (A) Used exclusively for agricultural purposes;
 - (B) Used on land owned or leased for the purpose of producing farm products; and
 - (C) Used directly in producing farm products to be sold ultimately in processed form or otherwise at retail or in producing farm products to be fed to livestock or poultry to be sold ultimately in processed form at retail."

Sellers should update resale exemption certificates for their files every five (5) years.



www.easylabeling.com



INVOICE NOTIFICATION

www.easylabeling.com

P.O. Box 12 • 677 George Street • Marshfield, MO 65706 • Phone: 417-859-6850 • Fax: 417-859-6851

We're happy to announce that our new accounting software has the ability to allow us to automatically send **Invoice Notifications** by Email or Fax. We are currently updating our records to allow us to offer this service to you, and would appreciate your cooperation by providing us with the information requested below and faxing it back to us at **(417) 859-6851**.

Company Name: _____

Accounts Payable Contact: _____

Phone Number: _____

Fax Number: _____

Accounts Payable Email Address: _____

Would you prefer your Invoice Notification by: FAX EMAIL FAX & EMAIL

Purchasing Contact: _____

Phone Number: _____

Fax Number: _____

Purchasing Email Address: _____

Would you prefer your Sales Order Notification by: FAX EMAIL FAX & EMAIL