



NEW ACCOUNT FORM



Why you should do business with Dacotah Paper Co.

- We Do It Right!
- We are trustworthy and dependable
- We are a family owned and managed business since 1906
- We stock over 6,000 items
- We have the highest fill rates in our industry
- We have convenient on-line ordering
- We have prompt professional delivery service
- No minimum or fuel surcharges on any of your orders delivered via our fleet of trucks

DACOTAH PAPER CO.

3940 15th Avenue North
P.O. Box 2727
Fargo, ND 58108

Phone: 701-281-1730
800-323-7583
Fax: 701-281-0446
800-779-6936

www.dacotahpaper.com



SPECTRUM SUPPLY

Division of
Dacotah Paper Co.
4650 Heatherwood Road
St. Cloud MN 56301

Phone: 320-253-3305
800-605-7310
Fax: 320-253-8261



RANGE PAPER

Division of
Dacotah Paper Co.
1321 South 2nd Avenue
Virginia, MN 55792

Phone: 218-741-7644
800-382-4830
Fax: 218-741-7647



A Division of Dacotah Paper Company

BEMIDJI PAPER

Division of
Dacotah Paper Co.
101 Minnesota Avenue
Bemidji, MN 56601

Phone: 218-751-1550
800-397-1550
Fax: 218-751-7251



A Division of Dacotah Paper Company

Cust # _____ New ___ Change ___ Void ___ Date ___ / ___ / 20___

BILLING ADDRESS

Trade Name _____

Contact _____

St. Address _____

PO Box _____

City _____ St. _____ Zip _____ - _____

Phone _____ - _____ - _____ Fax _____ - _____ - _____

Office Use	Network Account	___	Network #	_____	B/O Code	___
Only	Cty Code	_____	City	_____	Fed	___
					State	___
					Cty	___
					City	___
	Fax Code	___	Type	_____	Tax Code	___
					St Code	___
					Copies	___
					Credit Terms	___
	Sales Tax ID	_____				

DELIVERY ADDRESS - if different than billing address

Deliver To _____

Address _____

City _____ State _____ Zip _____ - _____

Office Use Only	Cty Code	_____	City Code	_____	Fed	___
					State	___
					Cty	___
					City	___

Company Web Address	_____	Copy of Invoice	___ Yes	___ No
Company Email	_____	___ Mail		
Purchaser Email	_____	___ Fax to Number Above		
Accounts Pay Email	_____	___ Email		
Duns Number	_____	email:	_____	

Credit Cards

Do you want to pay for your purchases from Dacotah Paper Co. with a credit card? ___ Yes ___ No

If yes, I authorize Dacotah Paper Co. to initiate a charge to my/our credit card, listed below, for all purchases that I/we make from Dacotah Paper Co. This authorization shall remain in effect until Dacotah Paper Co. receives written notice of revocation of authority. Payments made by credit card are not eligible for any cash discounts.

_____	_____	_____
Name/Title (Print)	Date	Signature
Master Card _____ - _____ - _____ - _____		Exp. Date _____
Visa _____ - _____ - _____ - _____		Exp. Date _____
Discover _____ - _____ - _____ - _____		Exp. Date _____
American Express _____ - _____ - _____ - _____		Exp. Date _____

___ Set Up For Internet Ordering ___ No Sub Items

Special Instructions (Limit One)

- | | |
|---------------------------|----------------------------|
| ___ Fax Confirmation Copy | ___ Get PO Number |
| ___ Cut Off Prices | ___ Get Credit Card Number |
| ___ No UPS Deliveries | ___ Do Not Leave Invoice |
| ___ Get Delivery Address | ___ Contract Items Only |

Backorder Options

- | |
|---|
| ___ A - Ship any quantity of item out. |
| ___ B - Ship only when out quantity can be filled. |
| ___ C - Ship when all outs for order can be filled. |
| ___ D - No backorders at all |

SALES TAX INFORMATION

Should we charge sales tax on all items that you purchase from us? Yes ___ No ___

If no, please complete and sign the appropriate sales and use tax exemption certificate for your state. We are required to charge sales tax on all purchases which do not have a signed sales tax exemption certificate on file.

If yes, I (we) agree to pay sales tax on all purchases.

Should the status of my (our) sales tax change, I agree to notify Dacotah Paper Co. of such change and agree that I (we) will be responsible for any sales tax liability that may occur. I further agree to hold Dacotah Paper Co. harmless for any sales tax penalties and interest that may occur.

My signature on the following page attests to the accuracy of our sales tax information as stated above.

BUSINESS FACTS

Legal Name _____

___ Proprietorship ___ Partnership ___ LLP ___ Corporation ___ LLC ___ Other

Federal ID or Social Security Number: _____

What does this business do? _____

New Owner? ___ Yes ___ No Purchase Date _____
Length of Time in Business _____

List full names of responsible owners/officers:

Name	Title/Office Held	
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

ACCOUNTS PAYABLE INFORMATION:

Name _____ Phone No _____ E-mail _____

BANKING INFORMATION

Bank Name _____ Officer _____ Phone No _____

Address _____ City, State, Zip Code _____

TRADE REFERENCES:

Name _____ Address _____ Phone No _____

1. _____
2. _____
3. _____

Parties hereby agree that all purchases made are subject to the following terms and conditions:

1. Representation by Applicant. In order to induce the extension of credit requested on this application, the applicant warrants that the information given in this application is true and correct and agrees that the information is material to granting the credit to the applicant. The applicant agrees to advise Dacotah Paper Co. (the "Company") by sending the Company a notice in writing to PO Box 2727, Fargo ND 58108-2727, of any material change in the information set forth herein or furnished herewith.
2. Authority to Verify Information. The applicant authorizes the representatives of the Company to contact any, or all, of the references, at any time, given on this application and further authorizes each of those references to disclose to the Company any and all information the references may have relating to the applicant.
3. No Obligation to Extend Credit. The execution of this application does not obligate the Company to extend credit to the applicant. The decision to extend credit to the applicant will be made by the Company after reviewing this application and making whatever independent investigation of the applicant's credit history as the Company deems appropriate.
4. Promise to Pay. The undersigned purchaser hereby promises to pay all amounts due for goods and/or services purchased from Dacotah Paper Co. The undersigned purchaser further agrees that the amounts are due and payable to Dacotah Paper Co at PO Box 2727, Fargo ND 58108-2727.
5. Attorney's/Collection Fees. The undersigned purchaser agrees to pay, in the event their account becomes delinquent in accordance with terms, it will pay all costs of collections including, but not limited to, collection agency fees, reasonable attorney fees, court costs, filing fees and service fees.
6. Not Payable in Installments. The parties hereby acknowledge that the goods and/or services purchased from Dacotah Paper Co are not payable in installments, but are payable in full as stated herein. Late charges will be assessed on accounts over 30 days past due at the maximum rate allowable by law.
7. Right of Offset. Purchaser understands and acknowledges that in connection with the above described agreement with Dacotah Paper Co., that Dacotah Paper Co., will have a right of setoff against accounts due the purchaser by Dacotah Paper Co., including without limitation all accounts held jointly with someone else and all accounts which Dacotah Paper Co. may establish in the future. The right of setoff means that Dacotah Paper Co. may at any time and without prior notices to purchaser, to the extent permitted by applicable law, charge or setoff all sums due to purchaser by Dacotah Paper Co. against the amount due to Dacotah Paper Co. by the purchaser."
8. Individual Liability if Applicant Incorporates. If the applicant is an individual at the time of this application, and subsequently incorporates or otherwise changes its organizational status, with or without the knowledge of the Company, the applicant agrees to be jointly and severally liable to the Company for any indebtedness incurred by or transferred to such entity.
- 9.. Individual Credit History. The undersigned individual who is either a principal of the credit applicant or a sole proprietorship of the credit applicant, recognizing that his or her individual credit history may be a factor in the evaluation of the credit history of the applicant, hereby consents to and authorizes the use of a consumer credit report on the undersigned by the above named business credit grantor, from time to time as may be needed, in the credit evaluation process.
10. Venue & Jurisdiction. Since all credit functions are done through Dacotah Paper Co., headquartered in Fargo ND, it is agreed that in the event of suit, venue and jurisdiction will take place in Fargo ND, or in the judicial district of one of the divisions of Dacotah Paper Co., at the option of Dacotah Paper Co.
11. A digital or electronic record of this original signature shall constitute and deemed to be an original signature.

The undersigned attests to the accuracy and financial responsibility and willingness to pay our invoices in accordance with the above terms. Terms of Sale are 1% 10 days (cash or check only), Net 11 days

Name (Print)	Title	Signature	Date
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PERSONAL GUARANTEE

To induce Dacotah Paper Co. to approve this Credit Application and Purchase Agreement and in consideration of its so doing, I, the undersigned, do hereby jointly, severally, and personally guarantee the above purchaser's full performance of said purchase agreement and hereby agree to indemnify Dacotah Paper Co. against any and all damage, loss, expense (including attorney's fees) and/or liability sustained by Dacotah Paper Co., by reason of, or related to, the above purchaser's failure to perform or to pay when due, charges incurred in accordance with the above agreement. Dacotah Paper Co. may enforce this agreement against the undersigned or any of them, jointly or severally, whether or not any action is ever taken by it against the above purchaser.

The undersigned personal guarantor, recognizing that his or her individual credit history may be a necessary factor in the evaluation of this personal guarantee, hereby consents to and authorizes the use of a consumer credit report on the undersigned, by the above named business credit grantor, from time to time as may be needed, in the credit evaluation process.

I acknowledge that I completely understand my potential financial obligation of signing a personal guarantee. I further certify that all of my questions regarding a personal guarantee have been answered.

A digital or electronic record of this original signature shall constitute and deemed to be an original signature.

Name (Print)	Date	Signed Personally
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