



Dacotah Paper Co.
3940 15 Ave N
 Fargo, ND 58102

800-323-7583
Local: 701-281-1730
Fax: 701-323-7583
dacotahpaper.com



A DIVISION OF DACOTAH PAPER CO.

700 15th Ave NE
STE #200
St Joseph, MN 56374

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

RANGE PAPER

A DIVISION OF DACOTAH PAPER CO.

1321 2 Ave S
Virginia, MN 55792

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

BEMIDJI PAPER

A DIVISION OF DACOTAH PAPER CO.

101 Minnesota Ave SW
Bemidji, MN 56601

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



A DIVISION OF DACOTAH PAPER CO.

806 14th Ave NE
Minneapolis, MN 55413

Local: 612-333-6308
Fax: 612-378-3204



A DIVISION OF DACOTAH PAPER CO.

113 South Main St.
Stewartville, MN 55976

800-273-9085
Local: 507-288-9595
Fax: 507-533-8943



NEW ACCOUNT FORM



NEW ACCOUNT FORM

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

BILLING ADDRESS

Trade Name _____
Contact _____
St. Address _____
PO Box _____
City _____ St. _____ Zip _____ - _____
Phone _____ - _____ - _____ Fax _____ - _____ - _____

**FOR
OFFICE
USE ONLY**

Network Account ___ Network # _____ B/O Code ___
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 _____ - _____

FOR OFFICE USE ONLY

Cty Code _____ City Code _____ Fed ___ State ___ Cty ___ City ___

COMPANY INFO

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 _____ | |

INTERNET ORDERING & SUB ITEMS ___ 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 (Select One)

___ 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

DACOTAH PAPER CO.

ZZ0835(1-10)

12/17/19

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 INFORMATION

Legal Name _____

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

Federal ID or Social Security Number: _____

What does this business do? _____

New Owner? ___ Yes Purchase Date _____

___ No 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. _____

PURCHASE AGREEMENT

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 (Print)

Date

Signature

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

DACOTAH PAPER CO.

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