



# THE F.P. HORAK COMPANY

401 Saginaw • P. O. Box 925 • Bay City, MI 48708-0925  
Phone (989) 892-6505 • FAX (989) 892-1991

# CREDIT APPLICATION

*Thank you for your interest in our company. In order to have an accurate record of your organization for our sales and credit departments, we request that you complete and return this form to us.*

SALESPERSON \_\_\_\_\_ CSR \_\_\_\_\_

BASIC INFORMATION		
FIRM NAME	TELEPHONE:	DATE
STREET ADDRESS	FAX:	FED ID#
P.O. BOX	LEGAL ENTITY OF FIRM <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE PROPRIETORSHIP	YR. BUSINESS BEGAN
CITY, STATE, ZIP CODE		TYPE OF BUSINESS

INFORMATION ON OFFICERS, PARTNERS, OR OWNERS			
NAME	HOME ADDRESS	CITY, STATE, ZIP CODE	TITLE
NAME	HOME ADDRESS	CITY, STATE, ZIP CODE	TITLE
NAME	HOME ADDRESS	CITY, STATE, ZIP CODE	TITLE

CONTACT PEOPLE	NAME/TITLE	PHONE NUMBER & EXT.
SALES AND PROMOTION		
FINANCIAL		

TRADE REFERENCES		
COMPANY NAME	CONTACT:	PHONE:
ADDRESS		FAX:
COMPANY NAME	CONTACT:	PHONE:
ADDRESS		FAX:
COMPANY NAME	CONTACT:	PHONE:
ADDRESS		FAX:

BANK REFERENCE		
BANK NAME	ACCOUNT NUMBER	PHONE
ADDRESS		CONTACT

The undersigned will/will not submit a financial statement. Any misrepresentation in this application will be considered evidence of a fraud, since this information is the basis for the granting of credit.

As an inducement to grant credit, the undersigned warrants that the information submitted is true and correct. You are authorized to investigate the credit references listed.

I HAVE READ, UNDERSTAND AND AGREE TO YOUR TERMS AND CONDITIONS AS OUTLINED ON THE BACK OF THIS APPLICATION.		
SIGNATURE OF AUTHORIZED OFFICER	TITLE	DATE
SIGNATURE OF AUTHORIZED OFFICER	TITLE	DATE

**Please read and complete back of application. Application cannot be processed without a signature.**

**FINANCIAL INFORMATION**

**PLEASE ATTACH A COPY OF YOUR MOST RECENT COMPARATIVE FINANCIAL STATEMENTS**

No. of Employees \_\_\_\_\_ Est. Annual Sales \$ \_\_\_\_\_ Sales Area \_\_\_\_\_

Has the firm or any of its Principals ever been bankrupt? Yes  No

If yes, Explain: \_\_\_\_\_

**LIST BRANCH LOCATION AND SALES PEOPLE WHO ARE AUTHORIZED TO PURCHASE IN YOUR NAME**

BRANCH ADDRESS	CITY/STATE/ZIP	SALESPERSON	SALESPERSON	SALESPERSON
BRANCH ADDRESS	CITY/STATE/ZIP	SALESPERSON	SALESPERSON	SALESPERSON

**PERSONAL GUARANTEE**

In consideration of credit being extended by The F.P. Horak Company to the above named applicant for merchandise to be purchased whether applicant be an individual or individuals, a proprietorship, a partnership, a corporation, or other entity, the undersigned guarantor or guarantors each hereby contract and guarantee to The F.P. Horak Company the faithful payment, when due, of all accounts of said applicant for the purchases made within five years next after the date of this application. The undersigned guarantor or guarantors each hereby expressly waive all notice of acceptance of this guarantee, notice of extension of credit to applicant, presentment, and demand for payment on applicant, protest and notice to undersigned guarantor or guarantors of dishonor or default by applicant or with respect to any security held by The F.P. Horak Company, extension of time of payment to applicant, acceptance of partial payment or partial compromise, all other notices to which the undersigned guarantor or guarantors might otherwise be entitled and demand for payment under this guarantee. Absent written permission by creditor, this personal guarantee may not be revoked.

\_\_\_\_\_  
(NAME) (TITLE)

\_\_\_\_\_  
(NAME) (TITLE)

**TERMS AND CONDITIONS**

**ORDERS** accepted by The F.P. Horak Company (the manufacturer) cannot be cancelled by the customer except upon terms that will compensate the manufacturer against loss.

**EXPERIMENTAL WORK** performed under the direction of a customer's request and against a bonafide purchase order, or in lieu of this a proper letter of direction from an authorized person shall be chargeable at current rates.

**ARTWORK TYPE PLATES** including lithographic plates, engravings, negatives, positives, and other items supplied by the manufacturer shall remain the exclusive property of the manufacturer.

**PROOFS** will be supplied upon request and are chargeable at current rates.

**OVERRUNS AND UNDERRUNS** will not exceed 10% of the ordered amount. Any deviation from this practice desired by the customer must be spelled out at the time the order is entered and accepted by the manufacturer.

**WASTE FACTOR** on customer stock held for imprinting should be calculated at 10% of the annual usage. A large amount of small orders will require an additional spoilage allowance of fifty copies per order.

**STORAGE:** The manufacturer shall charge the customer, at current rates, for handling and storage of customer's stock or printed matter held inactive for more than thirty days. All customer's property that is stored with the manufacturer is at the risk of the customer and the manufacturer is not liable for any loss or damage thereto caused by fire, theft, water, leakage, negligence, insects, rodents, or any other cause beyond the control of the manufacturer. It is understood that the gratuitous storage of customer's property is solely for the benefit of the customer.

**DELIVERIES:** Although every effort is made to meet delivery schedules, the manufacturer is not liable for any loss caused by late deliveries. All deliveries are F.O.B. Bay City, Michigan unless otherwise specified by the manufacturer and listed on quotation.

**TERMS:** All accounts are net 30 days. No account will be carried more than thirty days after invoice date. Late payments shall be subject to a time price differential equal to 1 1/2% on the unpaid balance of each unpaid invoice, which is equivalent to 18% per annum. The customer agrees to pay these charges by entering their order.

**SPLICES AND BREAKS:** The manufacturer is not responsible for any loss or damage caused by splices or breaks.

**ALTERATIONS** must be clearly spelled out and signed by the customer indicating item for item whether it is a customer's alteration and must be charged for, with proper profit to the manufacturer, or whether it is a manufacturer's alteration or error and is not charged to the customer.

**MICR COPY:** Manufacturer is only responsible for MICR supplied on a properly issued MICR specification sheet. (Properly issued means the specification sheet must be signed by bank, show account name, and be completely filled out by bank in account number and MICR consecutive area.)

**CLAIM** for defective merchandise should be made to the manufacturer in writing within a reasonable time from the receipt of the delivery. The manufacturer shall not be responsible for any costs for customer's down time, programming time, including profits or loss of profits. The manufacturer's liability is limited to the cost of replacement of the product and normal freight charges only. No adjustment to an invoice will be accepted without prior approval of the manufacturer. No credits will be issued without factory approval and subsequent return of forms for inspection.

**MICR DISPUTES:** All MICR disputes will be submitted to the Bank Administration Institute, Park Ridge, Illinois for evaluation. Dealer and Manufacturer are bound by this finding despite bank findings.

**PRESS TOLERANCE**  
Rotary Presses and Collators - 1/32" (plus or minus)  
Imprinting and Repair Customer Supplied Stock - 1/16"  
(plus or minus)  
Die Cutting - 1/16"