



18038 OAK RIDGE DR. HAGERSTOWN, MD 21740

OFFICE 301.739.3069 TOLL FREE 800.878.9347

FAX 301.739.3157 WEISSBROS.COM

Account Information

Date: _____ Weiss Bros Sales Rep: _____

Business Name: _____

Trade Name (if different): _____

BILLING ADDRESS

SHIPPING ADDRESS

If multiple shipping locations please attach list.

Street: _____

City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Purchasing Agent: _____ E-mail: _____

Payables Contact: _____ E-mail: _____

Invoicing preference (circle one): Fax Fax #: _____

 Email E-mail address: _____

Type of Business: _____

Days and hours of operation: _____

Will you accept backorders if an item is out of stock? YES NO

Will you accept substitutions of an item? YES NO

Owner Information

Type of Ownership (circle): Sole Proprietor Partnership Corporation LLC LLP Non-Profit

Gov't Tax Payer Identification Number: _____

If you are a Sole Proprietor or Partnership please complete this section

Owner's Name #1: _____

Home Address: _____

E-mail: _____

Owner's Name #2: _____

Home Address: _____

E-mail: _____



18038 OAK RIDGE DR. HAGERSTOWN, MD 21740

OFFICE 301.739.3069 TOLL FREE 800.878.9347

FAX 301.739.3157 WEISSBROS.COM

Terms of Sale

The undersigned (Customer) agrees to the following terms of sale:

1. Orders of \$200.00 or more will be delivered at no charge (subject to change without notice); Orders less than \$200 may be subject to a delivery courtesy charge;
2. With approved credit, the Customer agrees to pay for invoices within 30 days from the invoice date; (please complete the attached credit application if seeking credit)
3. Orders for amounts that exceed the Customer's determined credit limit will not be shipped until payment terms are mutually agreed upon;
4. The Customer agrees to pay service charges in the amount of 1-1/2% per month on outstanding balances over 30 days;
5. The Customer will reimburse Weiss Bros for any bank fees received for checks returned to due insufficient funds;
6. A 20% restocking fee will be charged for special order merchandise;
7. The Customer agrees that a Washington County, Maryland court will be an acceptable venue for the resolution of any billing disputes;
8. The Customer agrees to pay for any expenses Weiss Bros incurs in collecting unpaid debt, including but not limited to attorney's fees, collection agent fees and court costs;
9. By signing below, the Customer agrees to the above terms of sale and authorizes Weiss Bros to periodically obtain credit and bank information for the purpose of establishing, investigating or maintaining a credit relationship with them.

Authorized Signature: _____ Date: _____

Name (print): _____ Title: _____

The attached copy of the state tax exemption certificate must be filled out or we are required to charge sales tax on ALL products. It is state law that we must keep these copies on file.

If you have questions please contact our Accounts Receivable Dept. at 301-739-3069 x: 152.

Thank you for your partnership.

Form ST-13A**COMMONWEALTH OF VIRGINIA
SALES AND USE TAX CERTIFICATE OF EXEMPTION**

For use by a church conducted not for profit that is exempt from income taxation under Internal Revenue Code (IRC) Section 501 (c) (3) or from property taxation under Va. Code § 58.1-3606.

To: _____ Date: _____
Name of Supplier

Number and Street or Rural Route City, Town, or Post Office State ZIP Code

The Virginia Retail Sales and Use Tax Act provides that the sales and use tax shall not apply to:

- ☐ 1. Tangible personal property, including prepared meals, catering, and other services related to the provision of food; purchased by churches organized not for profit and which are exempt from taxation under IRC § 501 (c) (3) or whose real property is exempt from local taxation pursuant to the provisions of Va. Code § 58.1-3606, for use:
- (a) in religious worship services by a congregation or church membership while meeting together in a single location;
- (b) in the libraries, offices, meeting or counseling rooms, or other rooms in the public church buildings used in carrying out the work of the church and its related ministries, including kindergarten, elementary, and secondary schools. The exemption for such churches shall also include baptistries, bulletins, programs, newspapers and newsletters which do not contain paid advertising and are used in carrying out the work of the church and gifts, including food, for distribution outside the public church building; and
- (c) in (i) caring for or maintaining property owned by the church including, but not limited to, mowing equipment, and (ii) building materials installed by the church and for which the church does not contract with a person or entity to have installed, in the public church buildings used in carrying out the work of the church and its related ministries, including, but not limited to worship services; administrative rooms; and kindergarten, elementary, and secondary schools.
- ☐ 2. Food, including prepared meals, catering, and other services related to the provision of food; disposable serving items; cleaning supplies; and teaching materials used in the operation of camps or conference centers by a church as defined in Item 1 above, or an organization composed of such churches and which are used in carrying out the work of the church or churches.

The undersigned, for and on behalf of the nonprofit church, certifies that all tangible personal property purchased under this exemption certificate is for the purposes indicated above, unless specified on each order, and that the purchases will be paid for out of church funds.

Name of Nonprofit Church: _____

Number and Street or Rural Route City, Town, or Post Office State ZIP Code

By: _____
Signature Title

Information for supplier: A supplier is required to have on file only one Certificate of Exemption, properly executed by each nonprofit church buying tangible personal property tax exempt under this Certificate.

NOTE: This exemption certificate does not provide exemption for any tangible personal property purchased by a church other than that specified above.



18038 OAK RIDGE DR. HAGERSTOWN, MD 21740
OFFICE 301.739.3069 TOLL FREE 800.878.9347
FAX 301.739.3157 WEISSBROS.COM

Credit Application

If you would like to request an open line of credit with Weiss Bros, please complete the following information.

In business since: _____ Estimated monthly purchases: _____

DUNS Number: _____

TRADE REFERENCES (OTHER THAN BANKS, CREDIT CARD CO.'S OR UTILITIES)

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact: _____ Acct#: _____

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact: _____ Acct#: _____

BANK REFERENCE

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact: _____ Acct#: _____

I authorize the parties listed above to respond to inquiries from Weiss Bros.

Signature: _____ Date: _____

PERSONAL GUARANTEE

The undersigned individual in consideration of Weiss Bros of Hagerstown, Inc.'s extension of credit to the above Customer hereby agrees to personally guarantee any and all obligations of the applicant and the company. This guaranty shall be continuing and unlimited and may be terminated only on 30 days' written notice to the company. The company may exercise its rights under this guaranty without first taking any action against the applicant. The undersigned waives notice of default and non-payment, and consents to the extension or modification of credit terms to the applicant without notice.

Signature: _____ Date: _____

Name (print): _____

Witness Signature: _____ Date: _____

Name (print): _____