



APPAREL

## NEW CUSTOMER PACKET

### PAYMENT TERMS:

All orders will be held from processing until payment has been determined and any needed forms completed.

- Net 30 (Complete [credit application form](#) below, or provide a credit reference document in order to be approved for Net 30 terms. If this box is checked and one of these forms is not received, your order will be held until payment options are resolved.)

Credit Card

- Option 1: Automatically run when order ships (Complete [credit card authorization form](#) below to give permission to run the card on file. If credit card authorization form is not received, Option 2 will be applied.)
- Option 2: Invoice when order is ready to ship (Must call in with credit card information each time an order is ready to be shipped). Disclaimer: This option can delay shipments waiting to connect to run the credit card.

### STATE RESALE EXEMPTION CERTIFICATE:

A valid completed state resale exemption certificate is required for all sales orders. Additional information regarding this requirement is [below](#) and available on our website under the FAQ section. Any questions in regards to completion of the appropriate state's exemption certificate may be directed to [ardept@rkstratman.com](mailto:ardept@rkstratman.com).

### ACCOUNT INFORMATION:

Store Name:

DBA/Legal Name:

Tax ID:

Check if this name is to print on invoice:

Is Po Required?

Phone #:

Check if this name is to print on invoice:

**Shipping Address:** Is this the Physical Address?

Address 1:

State:

Address 2:

Zip:

Town/City:

Country:

**Bill to Address –If different than above:**

Address 1:

State:

Address 2: Town/City:

Zip:

Country:

**Delivery Information:**

Receiving Hours:

Lift Gate Required:

Dock Door Available?

Special Delivery Instructions:

**Contact Information and E-Notify**

1. CONTACTS: Please select "Yes" for boxes that apply for each contact. Please note, E Notify Invoice & Order Acknowledgement MUST have a contact identified.

FULL NAME:	EMAIL ADDRESS (Mandatory)	Title	E Notify - Invoice	E Notify – Invoice Copies	E Notify – Credit Memos	E Notify - Statements	E Notify – Art Approval	E Notify – Order Acknowledge	E Notify – Approval of Order Acknowledge

Name of whom completed the form:

Contact Information:

**CREDIT APPLICATION FORM**

*If you have questions or issues completing this form, please contact the AR department at [ardept@rkstratman.com](mailto:ardept@rkstratman.com), or 636-332-5222*

Please complete all required \* fields to ensure prompt processing or attach customer provided credit reference document.

What is your method of payment?

DUNS Number

Number of Employees

Have you filed bankruptcy or had a judgement/lien against you?

Owners Name

Number of Months/Years in Business

Accounts Payable Contact Name

What is your business trade or market segment?

Accounts Payable Phone Number

E-mail Address for Invoicing (Required for Accounts Payable)

**Finance Information:**

Bank Name

Bank Address

Bank Telephone #

**Trade references and other companies/suppliers that extend you credit terms:**

Reference 1:

Reference 2:

Company Name

Company Name

Telephone Number

Telephone Number

Account Number

Account Number

Reference 3:

Company Name

Telephone Number

Account Number

**CREDIT CARD AUTHORIZATION FORM**

If you have questions or issues completing this form, please contact the AR department at [ardept@rkstratman.com](mailto:ardept@rkstratman.com), or 636-332-5636

Complete this form, print, sign and email to [ardept@rkstratman.com](mailto:ardept@rkstratman.com) or fax to 636-332-5222 to authorize Stratman Apparel to securely keep your credit card information on file and to charge the card listed below.

Select option on when to run: When Ships  When Due

By signing this form you give us permission to debit your account in the amount of the balance due. Upon processing payment we will email or fax you a copy of the payment receipt for your records.

Please complete the information below:

I \_\_\_\_\_ authorize Stratman Apparel to charge my credit card account indicated below directly when my account has a balance due.

Company Name:

Account Type

Acct#

Cardholder Name

Credit Card Billing Address

Account Number

Phone#

Expiration Date

City, State, Zip

CVV2 (3 digit number on back of Visa/MC)

Email

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This form authorized RK Stratman Inc. to keep my credit card on file and charge it when there is a balance due. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

'The undersigned hereby unconditionally guarantees, as direct obligor and not merely as surety, the punctual payment when due of all obligations of the company to you now hereafter existing together with the interest thereon and all costs or expenses arising out of any default by the company of its obligation to you and any and all expenses (including reasonable attorney's fee) incurred by you in enforcing your rights under this guaranty. If the company defaults in the payment of any obligation, the undersigned shall forthwith pay to you the full amount due and payable with interest thereon until said debt is paid in full.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## STATE RESALE EXEMPTION CERTIFICATE

Please choose your state's exemption certificate via the links below. Please complete the exemption certificate with your business information, including your state's retailer/reseller ID Number. Sign and Date the form and return to Stratman Apparel either by email to [ardept@rkstratman.com](mailto:ardept@rkstratman.com) or by Fax to: 636-332-5222. Any questions in regards to completion of the appropriate state's exemption certificate may be directed to [ardept@rkstratman.com](mailto:ardept@rkstratman.com)

*If you are located in Florida, Louisiana, New Mexico or Washington, please remit a copy of your current state issued Resale/Reseller Certificate. Completing an exemption certificate is not necessary.*

*\*The following states will accept both their own state's resale exemption certificate (located below) and the SST (Streamlined Sales Tax) Certificate. Arkansas, Kentucky, Missouri, Minnesota, Nevada, North Carolina, North Dakota, Ohio, Wisconsin.*

**Arizona:** <https://azdor.gov/forms/tpt-forms/arizona-resale-certificate>

**Arkansas\*:** [https://www.dfa.arkansas.gov/images/uploads/exciseTaxOffice/F0003ExemptionCertificateRevised5\\_2017forusebeginning112018.pdf](https://www.dfa.arkansas.gov/images/uploads/exciseTaxOffice/F0003ExemptionCertificateRevised5_2017forusebeginning112018.pdf)

**California:** <http://www.cdtfa.ca.gov/formspubs/cdtfa230.pdf>

**Colorado:** <https://www.colorado.gov/pacific/sites/default/files/DR0563.pdf>

**Delaware:** Not needed for Delaware.

**Florida:** Please remit a copy of your current state issued Resale/Reseller Certificate. Completing an exemption certificate is not necessary.

**Georgia:** <https://dor.georgia.gov/documents/st-5-certificate-exemption>

**Illinois:** <http://www.revenue.state.il.us/TaxForms/Sales/CRT-61.pdf>

**Kentucky\*:** [https://revenue.ky.gov/Forms/51A105713\\_WEB.pdf](https://revenue.ky.gov/Forms/51A105713_WEB.pdf)

**Louisiana:** Please remit a copy of your current state issued Resale/Reseller Certificate. Completing an exemption certificate is not necessary.

**Michigan:** [http://www.michigan.gov/documents/taxes/3372\\_216612\\_7.pdf](http://www.michigan.gov/documents/taxes/3372_216612_7.pdf)

**Minnesota\*:** [http://www.revenue.state.mn.us/Forms\\_and\\_Instructions/st3.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/st3.pdf)

**Missouri\*:** <http://dor.mo.gov/forms/149.pdf>

**Montana:** Not needed for Montana.

**Nevada\*:** [https://tax.nv.gov/uploadedFiles/taxnv.gov/Content/Forms/Resale\\_Certificate.pdf](https://tax.nv.gov/uploadedFiles/taxnv.gov/Content/Forms/Resale_Certificate.pdf)

**New Hampshire:** Not needed for New Hampshire.

**New Mexico:** Please remit a copy of your current state issued Resale/Reseller Certificate. Completing an exemption certificate is not necessary.

**North Carolina\*:** [https://files.nc.gov/ncdor/documents/files/e595e\\_2017121417\\_webfill\\_v2.pdf?tRbOh66JoPtL5Sfu0D6J35D.WbOqrLGK](https://files.nc.gov/ncdor/documents/files/e595e_2017121417_webfill_v2.pdf?tRbOh66JoPtL5Sfu0D6J35D.WbOqrLGK)

**North Dakota\*:** <https://www.nd.gov/tax/data/upfiles/media/resale-cert1.pdf?20180211143645>

**Ohio\*:** [https://www.tax.ohio.gov/portals/0/forms/fill-in/sales\\_and\\_use/exemption\\_certificates/ST\\_STEC\\_B\\_FI.pdf](https://www.tax.ohio.gov/portals/0/forms/fill-in/sales_and_use/exemption_certificates/ST_STEC_B_FI.pdf)

**Oregon:** Not needed for Oregon.

**Pennsylvania:** <http://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/Documents/Sales-Use%20Tax/rev-1220.pdf>

**South Carolina:** <https://dor.sc.gov/forms-site/Forms/ST8A.pdf>

**South Dakota:** <https://www.state.sd.us/eforms/secure/eforms/E1932V12-StreamlinedCertificateofExemption.pdf>

**Tennessee:** [https://www.tn.gov/content/dam/tn/revenue/documents/forms/sales/sst\\_exemptioncertificate.pdf](https://www.tn.gov/content/dam/tn/revenue/documents/forms/sales/sst_exemptioncertificate.pdf)

**Texas:** <https://gov.texas.gov/uploads/files/film/01-3392.pdf>

**Utah:** <https://tax.utah.gov/forms/current/tc-721.pdf>

**Virginia:** <https://www.tax.virginia.gov/sites/default/files/taxforms/exemption-certificates/any/st-10-any.pdf>

**Washington:** Please remit a copy of your current state issued Resale/Reseller Certificate. Completing an exemption certificate is not necessary.

**West Virginia:** <http://www.state.wv.us/taxrev/sst/sstgb.pdf>

**Wisconsin\*:** <https://www.revenue.wi.gov/DORForms/s-211f.pdf>

**Wyoming:**