



and its subsidiaries

# Customer Application

Please print or type answers to the questions and place in enclosed reply envelope.

Resale Certificate No.		Office Use Only	
		DC No.	CN No.
Firm Name		Telephone Number	eMail Address
Street Address		Fax Number	Mail Address (if different than street address)
City	County	State	Zip Code
Primary Type of Business			

### PRINCIPAL OWNERS & OFFICERS

Name	SS#	Position or Title	Full Time	Part Time
			<input type="checkbox"/>	<input type="checkbox"/>

Home Address: Street/City/State/Zip

How Long in Business? \_\_\_\_\_ P.O. Number Required? Yes  No  Amount of Credit Line Requested \_\_\_\_\_

Partnership  Proprietorship

Corporation  Branch  \_\_\_\_\_ State of Incorporation \_\_\_\_\_

#### IMPORTANT: SALES TAX EXEMPTION

By law, Ennis Inc. must charge sales tax if the provided resale certificate is not completed and returned to us. To be considered valid the certificate must indicate your resale certificate number and must be signed.

Please furnish us the information listed below for one bank reference and three supplier references.

BANK NAME	Bank Name	Account No.	Phone
			Fax
	Address		
	City	State	Zip
CREDIT REFERENCES	Supplier Name	Account No.	Phone
			Fax
	Address		
	City	State	Zip
	Supplier Name	Account No.	Phone
			Fax
	Address		
	City	State	Zip
	Supplier Name	Account No.	Phone
			Fax
	Address		
	City	State	Zip

The Equal Credit Opportunity Act prohibits grantor from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status and age (providing the applicant has the capacity to enter into a binding contract). The federal agency that administers compliance with this law concerning this credit grantor is the Federal Trade Commission.

**The second page of this application must be completed, signed by hand and returned prior to processing.**

**ADDITIONAL CONTACTS**

Upon receipt and approval of your application, your company will be added to our mailing list for all marketing related literature. Please use the space below to indicate additional individuals within your company who should receive this information. Please attach additional sheets if necessary.

Print Name (First & Last)	Title	email
Print Name (First & Last)	Title	email
Print Name (First & Last)	Title	email

eMail Policy: At no time will we sell or share your email address with a third party. In addition to order confirmations and shipping notifications, we send promotional emails, which include special offers, sales tips and other marketing related information. Anyone who receives these emails can unsubscribe at any time.

**APPLICANT'S SIGNATURE** attests financial responsibility, willingness, and ability to pay invoices in accordance with Ennis Inc. terms. Further, it is understood orders or shipments will be held if account falls beyond terms. Applicant also acknowledges responsibility for any cost and expenses incurred in the collection of account by third party. The above information is willingly supplied and applicant authorizes Ennis Inc. to make the necessary inquiries with bank/trade references, and to obtain credit reports individually (if applicable) and/or financial statements from Company in the extension or continuation of credit terms. Applicant's signature or first submitted order also attests acceptance of Ennis Inc. trade policies, individual facility terms, and the terms and conditions set out at [printtermsandconditions.com](http://printtermsandconditions.com).

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Signature Printed Name Title Date

**PERSONAL GUARANTEE**

In consideration for credit extended, or to be extended, to the company listed on this application, I/we do hereby agree, individually/jointly, to guarantee payment of the indebtedness of the company. The undersigned expressly waives all notice of acceptance of this guarantee, notice of extension of credit, presentment of demand for payment, any notice of default, and other notices to which the guarantor might be entitled. This guaranteed shall inure to the benefit of the heirs, administrators, executors, successors, or assigns of the parties hereto.

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Signature Printed Name Title Date

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Signature Printed Name Title Date

**PLEASE RETURN THIS SIGNED APPLICATION AND THE RESALE CERTIFICATE FORM TO :**

**Ennis Inc.  
Customer Finance  
2441 Presidential Pkwy.  
Midlothian, TX 76065**

**contactupdate@ennis.com • 972. 775.9196 Fax**



## RESALE and EXEMPTION CERTIFICATE INFORMATION

Dear Customer,

We are required by law to maintain a complete, up-to-date file of exemption certificates to substantiate the exempt sales we report on our Sales and Use Tax Returns.

In the absence of a completed exemption certificate that we have provided, the law compels us to consider all sales to you subject to tax. To avoid the possibility of erroneous charges for state sales and use tax on any sales this company makes to you, we are enclosing a multi-state Blanket Certificate of Resale/Exemption for your completion.

If your purchases from us are exempt from tax, you must complete and sign the enclosed certificate listing your registration certificate(s) or permit number(s) for all states in which you claim exemption. A copy/picture of your tax permit is not considered a legitimate exemption certificate by the state. It must have your number or numbers and be dated and signed by you.

It is possible that you have submitted this form already and this request was sent prior to receipt of your documentation. If this is the case, please disregard this notice. However, it is better to furnish us with two than none, so if you are not sure, please complete this one and return it to us.

We have provided convenient ways to return the pages for the provided exemption certificate to us.

email: [accounting@ennis.com](mailto:accounting@ennis.com)  
fax: 972.775.9196  
mail: Ennis Customer Finance  
2441 Presidential Pkwy.  
Midlothian, TX 76065

Your cooperation and early reply to this matter will be appreciated.

Sincerely,

A handwritten signature in black ink that reads "Chris Reeves". The signature is written in a cursive, flowing style.

Chris Reeves  
Tax Manager

**Please direct exemption certificate inquiries to Exemption Certificate Department at 972.775.9801.**

**For all credit inquiries, please call 800.962.0944.**

# Blanket Resale & Exemption Certificate for all states except New York

The undersigned vendee hereby certifies that it is a regularly licensed retailer under the Law(s) of the state(s) indicated on the reverse side of this form holding the sales tax license or permit number(s) there enumerated and that all the tangible personal property purchased from:

ENNIS, INC. AND ALL OF ITS SUBSIDIARIES AS LISTED ON PAGE 2

Is exempt from sales and use tax for the following reason: (Check applicable reason below)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

RETURN TO: Ennis Inc.  
Customer Finance  
2441 Presidential Pkwy.  
Midlothian, Texas 76065  
Fax 972.775.9196  
contactupdate@ennis.com

CUSTOMER NUMBER

Product that you will purchase: \_\_\_\_\_

Primary type of business: \_\_\_\_\_

Check



\_\_\_\_\_ Resale, in the regular course of business, in the form of tangible personal property.

\_\_\_\_\_ Incorporating the same, as a material, ingredient or component part, into tangible personal property produced for sale.

\_\_\_\_\_ Other authorized exemption (described).

This certificate shall be considered a part of each order given by vendee from and after the effective date herof, unless such order shall otherwise specify.

This certificate shall continue in full force and effect unless and until revoked in writing by the vendee.

The vendee understands and agrees that if it uses any property purchased tax-free under this certificate in any manner which would not exempt the sale from tax, it becomes the user or consumer of such property, and as such assumes liability for and undertakes to pay the tax and interest and penalty thereon, if any.

Date as of the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

PLEASE INCLUDE YOUR SIGNATURE, TITLE  
AND RESALE CERTIFICATE NUMBER.

\_\_\_\_\_  
Name of Purchaser (print or type)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
State Exempt In (See following page if more than one state.)

\_\_\_\_\_  
Signature of Purchaser or Agent

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Resale Certificate Number

If you are exempt in more than one state, please fill in the appropriate blank on the following side.

If you are exempt in the state of New York you must complete the ST-120 instead of this form.

Office File #: \_\_\_\_\_

THIS SIGNED FORM MUST BE RETURNED WITH YOUR  
SIGNED CUSTOMER APPLICATION.

## **Listing of Ennis, Inc. Subsidiaries**

Ennis Inc.  
Ad Concepts  
Adams McClure L.L.P.  
Admore, Inc.  
Allen-Bailey Tag & Label  
American Forms L.L.P.  
American Paper Converting, LLC  
Ameriprint  
Atlas Tag & Label  
Block Graphics, Inc.  
Calibrated Forms Co.  
Crabar/GBF  
EBF of Kansas, Inc.  
Ennis Business Forms, Inc.  
Ennis of Colorado  
Flesh Co  
Folder Express  
Forms Manufacturers (FMI)  
General Financial Supply  
GenForms  
Hayes Graphics  
Hoosier Data Forms  
Impressions Direct  
Independent Printing/Folders  
InfoSeal  
Integrated Print & Graphics  
Kay Toledo Tag  
Major Business Systems  
Mutual Graphics  
National Imprint Corp. (NIC)  
Northstar Computer Forms, Inc.  
Printegra  
Printgraphics  
PrintXcel  
Royal Business Forms, Inc.  
Special Service Partners (SSP)  
Star Award Ribbon  
Superior Copies  
Texas EBF, L.P.  
Trade Envelope  
Tri-C Business Forms  
Wisco Envelope  
Witt Printing  
Wright Business Graphics

# IMPORTANT

Please insert your Sales Tax License or Registration Number in the following tax jurisdictions in which you are registered:

Resale Certificate Number

ALABAMA

ALASKA

ARIZONA

ARKANSAS

CALIFORNIA

COLORADO

CONNECTICUT

DELAWARE

DISTRICT of COLUMBIA

FLORIDA

GEORGIA

HAWAII

IDAHO

ILLINOIS

INDIANA

IOWA

KANSAS

KENTUCKY

LOUISIANA

MAINE

MARYLAND

MASSACHUSETTS

MICHIGAN

MINNESOTA

MISSISSIPPI

MISSOURI

Resale Certificate Number

MONTANA

NEBRASKA

NEVADA

NEW HAMPSHIRE

NEW JERSEY

NEW MEXICO

NEW YORK Please complete the ST-120

NORTH CAROLINA

NORTH DAKOTA

OHIO

OKLAHOMA

OREGON

PENNSYLVANIA

RHODE ISLAND

SOUTH CAROLINA

SOUTH DAKOTA

TENNESSEE

TEXAS

UTAH

VERMONT

VIRGINIA

WASHINGTON

WEST VIRGINIA

WISCONSIN

WYOMING



# Resale Certificate for New York Businesses only

# ST-120

(1/11)

For New York businesses only.

Name of seller			Name of purchaser		
Street address			Street address		
City	State	ZIP code	City	State	ZIP code

Mark an **X** in the appropriate box:  Single-use certificate  Blanket certificate  
 Temporary vendors must issue a single-use certificate.

**To the purchaser:**

You may not use this certificate to purchase items or services that are not for resale. If you purchase tangible personal property or services for resale, but use or consume the tangible personal property or services yourself in New York State, you must report and pay the unpaid tax directly to New York State. Any misuse of this certificate will result in tax liabilities and substantial penalty and interest.

**Purchaser information** – please type or print

I am engaged in the business of \_\_\_\_\_ and principally sell \_\_\_\_\_  
 (Contractors may not use this certificate to purchase materials and supplies.)

**Part 1 – To be completed by registered New York State sales tax vendors**

I certify that I am:

- a New York State vendor (including a hotel operator or a dues or admissions recipient), show vendor or entertainment vendor. My valid *Certificate of Authority* number is \_\_\_\_\_
- a New York State temporary vendor. My valid *Certificate of Authority* number is \_\_\_\_\_ and expires on \_\_\_\_\_

I am purchasing:

- A.** Tangible personal property (other than motor fuel or diesel motor fuel)
  - for resale in its present form or for resale as a physical component part of tangible personal property;
  - for use in performing taxable services where the property will become a physical component part of the property upon which the services will be performed, or the property will actually be transferred to the purchaser of the taxable service in conjunction with the performance of the service; or
- B.** A service for resale, including the servicing of tangible personal property held for sale.

**Part 2 – To be completed by non-New York State purchasers**

~~I certify that I am not registered nor am I required to be registered as a New York State sales tax vendor. I am registered to collect sales tax or value added tax (VAT) in the following state/jurisdiction \_\_\_\_\_ and have been issued the following registration number \_\_\_\_\_. (If sales tax or VAT registration is not required and a registration number is not issued by your home jurisdiction, indicate the location of your business and write **not applicable** on the line requesting the registration number.)~~

~~I am purchasing:~~

- ~~**C.** Tangible personal property (other than motor fuel or diesel motor fuel) for resale, and it is being delivered directly by the seller to my customer or to an unaffiliated fulfillment services provider in New York State.~~
- ~~**D.** Tangible personal property for resale that will be resold from a business located outside New York State.~~

**Certification:** I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that this document is required to be filed with, and delivered to, the vendor as agent for the Tax Department for the purposes of Tax Law section 1838 and is deemed a document required to be filed with the Tax Department for the purpose of prosecution of offenses. I also understand that the Tax Department is authorized to investigate the validity of tax exclusions or exemptions claimed and the accuracy of any information entered on this document.

Type or print name and title of owner, partner, or authorized person of purchaser	
Signature of owner, partner, or authorized person of purchaser	Date prepared

**Substantial penalties will result from misuse of this certificate.**