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**For Internal Use Only:**

Salesperson: \_\_\_\_\_

Account #: \_\_\_\_\_

Date Opened: \_\_\_\_\_

**CONFIDENTIAL CUSTOMER ACCOUNT FORM**

Company Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Country: \_\_\_\_\_

Shipping Address: \_\_\_\_\_  
 Street City State Zip

Billing Address: \_\_\_\_\_  
 (If Different) Street City State Zip

Nature of Business: \_\_\_\_\_ Date Started: \_\_\_\_\_

Tax Exempt #: \_\_\_\_\_ Federal ID#: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 (Must submit Certificate of Exemption Form)

**PAYMENT TERMS:** (please check one)

**Credit Card:** By signing this part of the application, you are authorizing 360 Digital Books to charge your credit card for each order placed (50% at Confirmation stage and remaining balance {overs, freight, etc.} before Shipping). The order itself constitutes your authorization. See Terms and Conditions, which is provided with all quotes for complete details.

Visa  M/C  AmEx Account Number: \_\_\_\_\_

Expiration Date (month/year): \_\_\_\_\_ Security Code (last three digits on back of card): \_\_\_\_\_

Credit Card Address: \_\_\_\_\_  
 Street City State Zip

\*The credit card address needs to match the address used on the credit card account. This is used to validate the credit card. Country: \_\_\_\_\_

Name as appears on Credit Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Cash-In-Advance:** To pay for services in cash we require 100% of quoted amount when order is placed. Overs, freight, etc. will be billed and invoice mailed to be paid upon receipt. See Terms and Conditions, which is provided with all quotes for complete details.

Person to contact in Accounts Payable: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Note: Our invoices are emailed as PDFs. Please indicate email address: \_\_\_\_\_

Are Purchase Orders Required?  Yes  No

Person(s) Authorized to Purchase: \_\_\_\_\_

Special Billing Instructions (if any): \_\_\_\_\_

**360 Digital Books Terms:** Prices are subject to change without notice. Invoices are due upon receipt. A late charge of 1.5% per month may be added on past due accounts. This is an Annual Percentage Rate of 18%. 360 Digital Books reserves the right to hold person(s) representing this Company responsible for reasonable collection cost and attorney fees in the event that the account is turned over to collections. There will be a \$35.00 charge for each occurrence in the event of any non-sufficient check or charge card declining.

**Return of Goods:** Request for returns must be submitted within 90 days from the date of invoice.

360 Digital Books reserves the right to change terms.

Everything that I/We have stated in the application is correct and to the best of my knowledge. I/We understand that you will retain this application whether or not it is approved. I/We fully understand your credit terms and agree to the proper payment.

Signature of Applicant or Authorized Representative: \_\_\_\_\_

Printed Name of Applicant or Authorized Representative: \_\_\_\_\_

Date of Application: \_\_\_\_\_

PLEASE BE ADVISED THAT IF THIS AGREEMENT IS NOT FILLED OUT COMPLETELY, ANY ORDERS THAT YOU PLACE WITH US MAY NOT BE FILLED. ALL INFORMATION REQUESTED IS REQUIRED UNLESS OTHERWISE STATED.

# Michigan Sales and Use Tax Certificate of Exemption

**DO NOT send to the Department of Treasury. Certificate must be retained in the Seller's Records.** This certificate is invalid unless all four sections are completed by the purchaser.

## SECTION 1: TYPE OF PURCHASE

One-time purchase.  
Order or Invoice Number: \_\_\_\_\_

Blanket certificate.  
Expiration Date (maximum of four years): \_\_\_\_\_

Blanket Certificate. Recurring business relationship

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address
---------------------------

## SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1.  All items purchased
2.  Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_
2.  For Lease. Enter Use Tax Registration Number: \_\_\_\_\_

The following exemptions DO NOT require the purchaser to provide a number:

3.  For Resale at wholesale
4.  Agricultural Production. Enter percentage: \_\_\_\_\_%
5.  Industrial Processing. Enter percentage: \_\_\_\_\_%
6.  Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization)
7.  Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form)
8.  Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form)
9.  Rolling Stock purchased by an Interstate Motor Carrier
10.  Other (explain): \_\_\_\_\_

## SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

Type of Business (see codes on page 2)	Business Name
Business Address	City, State, ZIP Code
Business Telephone Number (include area code)	Name (Print or Type)
Signature and Title	Date Signed

## Instructions for completing Michigan Sales and Use Tax Certificate of Exemption

The purchaser shall complete all four sections of the exemption certificate to establish a valid exemption claim. A seller must meet a "good faith" standard required by law. "Good faith" means that the seller received a completed and signed Certificate of Exemption from the purchaser. Sellers must retain the exemption certificates for a period of at least four years.

Michigan does not issue "tax exemption numbers". Sellers should not accept a number as evidence of exemption from sales or use tax. A purchaser who claims exemption for "resale at retail" or "for lease" must provide the seller with an exemption certificate and their sales tax license number or use tax registration number.

### SECTION 1:

Place a check in the box that describes how you will use this certificate.

- a) Choose "One time purchase" and include the invoice number this certificate covers.
- b) Choose "blanket certificate" if there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.
- c) Choose "Blanket" and enter the expiration date (maximum four years) when there is a period of more than 12 months between sales transactions.

Print the vendor's name and address in the area provided.

### SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

### SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

### SECTION 4:

Use the number that describes your business or explain any other business type not provided.

01	Accommodation	09	Transportation
02	Agricultural	10	Utilities
03	Construction	11	Wholesale
04	Manufacturing	12	Advertising, newspaper
05	Government	13	Hospital
06	Rental or leasing	14	Educational
07	Retail	15	501c3 or 501c4
08	Church	16	Other

Print the name of the business, address, city, state and zip code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

**DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.**