

CONRAD'S FLEET ACCOUNT ENROLLMENT FORM

There is NO COST to enroll. Payment options are for the Fleet customer who prefers to use his own method of payment but wants the benefits of our Fleet program, which include **reduced pricing and priority service.** Payment options are: cash, check, or major credit cards, including Visa, MasterCard, Discover, and American Express.

COMPANY NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

CONTACT _____

CONTACT PERSON EMAIL _____

TELEPHONE _____ **FAX** _____

NUMBER OF VEHICLES _____

TAX EXEMPT (Attach form if requesting exemption) (Y) (N)

SPECIAL INSTRUCTIONS: *(Such as maximum amount that can be authorized by the driver, whom to call for authorization, if a Purchase Order is required, or if you would like the invoice faxed to you, etc.)*

AUTHORIZED SIGNATURE _____

TITLE _____

Completed forms may be faxed to 216-941-1611 attn: Accounts Receivable.
Fleet addition authorized by: _____ Date: _____

Conrad's Tire Express
& Total Car Care

APPLICATION FOR CREDIT

BUSINESS NAME _____ PO/SPECIAL INSTRUCTIONS _____
ADDRESS _____ EXPLAIN _____
CITY _____ STATE _____ ZIP _____
PARTNERSHIP ___ CORPORATION ___ SUBSIDIARY ___ OTHER ___
PHONE: _____ FAX: _____

OWNERS', OFFICERS', DIRECTORS', OR PARTNERS' NAMES(S)

1. _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____
2. _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____

YEARS INCORPORATED _____ TAX I.D. _____ DUNN & BRAD# _____
BANK NAME _____ CHECKING ACCOUNT# _____
ADDRESS _____ SAVINGS ACCOUNT # _____

CURRENT BUSINESS REFERENCES

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>FAX</u>	<u>ACCOUNT NUMBER</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

SPECIAL NOTES AND TERMS

- 1) SELLER SHALL HAVE THE RIGHT TO: a) DECLARE THE ENTIRE INDEBTEDNESS DUE AND PAYABLE IF DEFAULT OCCURS IN MAKING ANY PAYMENT WHEN DUE. b) IF REFERRED TO AN ATTORNEY FOR COLLECTION, TO CHARGE REASONABLE ATTORNEYS' FEES AND COURT COSTS. c) TO CHANGE THE TERMS OF THE ACCOUNT FROM TIME TO TIME. d) TO LIMIT THE AMOUNT OF CREDIT EXTENDED UNDER THIS ACCOUNT OR TERMINATE THE ACCOUNT UPON GIVING WRITTEN NOTICE THEREOF; BUT MAY AVAIL ITSELF OF THE TERMS OF THIS AGREEMENT UNTIL FULL PAYMENT OF THE ENTIRE BALANCE WITH FINANCE CHARGES TO DATE OF PAYMENT HAS BEEN RECEIVED.
- 2) BUYER RECOGNIZES SELLERS' TERMS AS NET 10TH PROX AND ACKNOWLEDGES AND AUTHORIZES A SERVICE CHARGE OF 1.5% PER MONTH (19.57%) ANNUAL ON ANY PAST DUE AMOUNTS.
- 3) AN ADMINISTRATIVE FEE OF \$30.00 WILL BE ASSESSED ON ANY CHECKS RETURNED DUE TO NON SUFFICIENT FUNDS, STOP PAYMENTS AND/OR CLOSED ACCOUNTS.

CREDIT INFORMATION RELEASE

IN SUBMITTING THIS CREDIT APPLICATION I AUTHORIZE YOUR COMPANY TO INVESTIGATE MY CREDIT HISTORY. I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND AGREE TO BE BOUND BY THE TERMS AS SHOWN. I UNDERSTAND THAT UNTIL CREDIT IS APPROVED, MY ACCOUNT WILL BE SERVICED ON A COD BASIS.

SIGNATURE OF OWNER/OFFICER DATE

RETURN BY FAX: (216) 941-1611 attn: ACCOUNTS RECEIVABLE

Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

SECTION 1: TYPE OF PURCHASE Check one of the following:

- A. One-Time Purchase
Order or Invoice Number: _____
- B. Blanket Certificate. Recurring Business Relationship
- C. Blanket Certificate
Expiration Date (maximum of four years): _____

The purchaser completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller'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 Lease. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number: _____
2. For Resale at Retail. Enter Sales Tax License Number: _____
3. Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: _____

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

4. Agricultural Production. Enter percentage: _____ %
5. Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)
6. Contractor (provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
7. For Resale at Wholesale.
8. Industrial Processing. Enter percentage: _____ %
9. Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.
10. Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).
11. Rolling Stock purchased by an Interstate Motor Carrier.
12. 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.

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

Instructions for completing *Michigan Sales and Use Tax Certificate of Exemption (Form 3372)*

Purchasers may use this form to claim exemption from Michigan sales and use tax on qualified transactions. All fields must be completed; however, if provided to the purchaser in electronic format, a signature is not required. All claims are subject to audit. The purchaser must ensure eligibility of the exemption claimed; a purchaser who improperly claims an exemption is liable for tax, penalty, and interest, with limited exceptions.

Sellers: Michigan does not issue “tax exempt numbers” and a seller is not permitted to rely on a number in lieu of a valid exemption claim. Sellers are required to maintain proper records of exempt sales, including exemption forms or the same information in another format. Records may be kept electronically. If the exemption certificate is received in electronic format, a signature is not required. A seller who does not comply with these requirements may be liable for tax, penalty, and interest. See Revenue Administrative Bulletin 2024-11 for more information. All claims are subject to audit.

SECTION 1:

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. Parties do not need to renew this blanket exemption claim as long as the recurring business relationship exists.

C) Choose “Blanket Certificate” and enter the expiration date (maximum four years) when there may be a period of more than 12 months between sales transactions. This option is best when purchaser and seller anticipate more than one exempt transaction before the expiration date but do not have or may not maintain a recurring business relationship.

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:

Check the box that applies and, if applicable, provide the required information. The exemptions listed are the most common. If the exemption you are claiming is not listed, check “Other” and enter the qualifying exemption.

SECTION 4:

Purchaser must complete Section 4. A signature is only required if a paper form is used; in that case, the purchaser should sign and provide their title (for example, Purchasing Manager, President, Owner). For Type of Business, enter the number from the following list that best describes the purchaser’s business.

01	Accommodations	10	Utilities
02	Agricultural	11	Wholesale
03	Construction	12	Advertising, newspaper
04	Manufacturing	13	Non-Profit Hospital
05	Government	14	Non-Profit Educational
06	Rental or leasing	15	Non-Profit 501(c)(3), 501(c)(4), or 501(c)(19)
07	Retail	16	Other (enter code and write in business type)
08	Church		
09	Transportation		