



Burks Accounting Dept:
301 Brushy Creek Rd, Ste. 100
512.401.2679
fax: 512.479.1351
ar-ap@burksdigital.com

Credit Application and Agreement

Primary Business Name Business Type
Other DBA(s) Business Type
Phone Fax
Federal Tax No. (for corporations) State Sales Tax Number
TAX EXEMPT? Y N | Certificate Attached? Y N N/A | PO needed? Y N | Credit Limit Requested?
Mailing Address City State Zip
Shipping Address City State Zip
Date Established Corporation Partnership Sole Proprietorship
Contact Name Phone Email Address

Principal(s), President, Owner or Chief Financial Officer:

Name Title Home Phone
Residence Address City State Zip
Name Title Home Phone
Residence Address City State Zip

Bank References

Name of Bank(s) Address Phone
Account Credit Card Account Number Expiration Date

Local Trade References

Business Name Contact Name
Account Number Phone Fax
Business Name Contact Name
Account Number Phone Fax
Business Name Contact Name
Account Number Phone Fax

AGREEMENT
The undersigned hereby makes an application to BURKS DIGITAL IMAGING for the establishment of credit and are subject to the following terms and conditions: Applicant agrees to pay any amount owed to BURKS DIGITAL IMAGING within thirty (30) days of the invoice. All bills not paid within thirty (30) days of statement will be considered past due. All past due accounts may be turned over to a collection agency or attorney for collection. The undersigned acknowledges this and agrees to be responsible for all orders placed unless specified in writing at the time of the order. FINANCE CHARGE: A finance charge of 1.5% (18% annual) will be added to all accounts that are thirty-one (31) days or older for each month that the past due balance is unpaid.

The undersigned jointly and severally promises to pay all charges made by the above applicant from the date below until such time as the guarantor shall withdraw his guarantee by a written document delivered to BURKS DIGITAL IMAGING.

Signature and Title (Authorized Principal or Officer) X
Dated

FOR OFFICE USE ONLY
Salesperson Referred By
Date Opened Credit Limit

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Burks Digital Reprographics, Ltd

2 Business name/disregarded entity name, if different from above
DBA / Burks Digital Imaging

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Other (see instructions) ▶ **Partnership taxed as corporation for Federal Income Tax Purposes**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
301 Brushy Creek Road, Suite 100

6 City, state, and ZIP code
Cedar Park, TX 78613

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

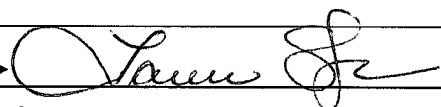
Social security number									
or									
Employer identification number									
7	4	-	1	6	9	1	4	5	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶  Date ▶ 1/1/2017

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.