



320 Seventh Street  
Lake Charles, La. 70601

Fax (337) 494-7587  
Phone (337) 494-6200

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ACCT# \_\_\_\_\_ SLSM# \_\_\_\_\_ ROUTE# \_\_\_\_\_ DISC \_\_\_\_\_ ACTION \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ (\_\_\_\_)

PHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ FAX \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SHIPPING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ (\_\_\_\_)

**OWNERSHIP:**

\_\_\_\_\_ CORPORATION \_\_\_\_\_ PARTNER \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ GOVERNMENT

NAME OF PRINCIPAL(S) \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

TAXABLE Y/N \_\_\_\_\_ SALES TAX PERCENTAGE TO BE CHARGED TO YOUR ACCOUNT \_\_\_\_\_ %  
IF YOU ARE TAX EXEMPT, PLEASE INCLUDE COPY OF YOUR TAX EXEMPT CERTIFICATE

ARE PURCHASE ORDERS REQUIRED ON YOUR INVOICES? (YES OR NO) \_\_\_\_\_

**REFERENCES:** PLEASE PROVIDE AT LEAST THREE (3) COMPANIES WITH WHOM YOU HAVE BEEN DOING BUSINESS ON CREDIT TERMS. COMPLETE MAILING ADDRESS, TELEPHONE, & FAX #'S MUST BE PROVIDED.

1. NAME \_\_\_\_\_

PHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ FAX \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

2. NAME \_\_\_\_\_

PHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ FAX \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

3. NAME \_\_\_\_\_

PHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ FAX \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

NAME OF BANK \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**ACCOUNTS PAYABLE PERSON** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**TERMS: ALL INVOICES ARE DUE AND PAYABLE IN LAKE CHARLES, CALCASIEU PARISH, LOUISIANA, BY THE 10<sup>TH</sup> OF THE MONTH FOLLOWING THE DATE OF PURCHASE. IF FULL PAYMENT IS NOT MADE BY THE 10<sup>TH</sup>, THE NET AMOUNT BECOMES DUE AND PAYABLE, AND INTEREST CHARGES WILL BE ADDED AT A MONTHLY RATE OF 1.5 PERCENT (APR 18%). ALL PAYMENTS MADE ON ACCOUNT WILL BE APPLIED TO THE ACCRUED INTEREST FIRST, AND THEN TOWARDS THE PRINCIPAL. IN THE EVENT A LAW SUIT SHOULD BE NECESSARY TO COLLECT PAST DUE AMOUNTS, BUYER WILL PAY THE AMOUNTS ACTUALLY INCURRED BY LAKE CHARLES OFFICE SUPPLY AS COURT COST AND ATTORNEY'S FEES.**

**PRINT NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_