

Record Publishing Company L.L.C.

Record-Courier, Mr. Thrifty, Tallmadge Express, Falls News-Press, Stow Sentry, Gateway News, Hudson Hub-Times, Aurora Advocate, Twinsburg Bulletin, Newsleader, Bedford Times-Register, Maple Heights Press, Northeast Communications

Credit Information Form

Any information given is for the sole purpose of evaluating credit worthiness and will be held in the strictest of confidence.

Business/Corporate Name _____

D.B.A _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____ **E-mail** _____

Who should we contact if we have a question about payment of invoices? Name _____

Address _____

Phone _____ **Fax** _____ **E-Mail** _____

Type Of Business _____ **Fed. Tax I.D. #** _____

Individual Partnership L.L.C. or L.L.P. Corporation (Date Of Incorporation or L.L.C.) _____

Please provide the following information about the Owner, Partners, Corporate Officers, or for community groups and organizations the elected Officers:

Name _____ *Address* _____ *Phone* _____

Name _____ *Address* _____ *Phone* _____

Name _____ *Address* _____ *Phone* _____

Provide three business trade references (businesses that you have had an established credit billing account with for at least six months. Do not use personal accounts, credit cards, utility accounts, car loans or home mortgages.

1. _____
Business Name _____ *Address* _____

Contact _____ *Phone* _____ *Fax* _____

2. _____
Business Name _____ *Address* _____

Contact _____ *Phone* _____ *Fax* _____

3. _____
Business Name _____ *Address* _____

Contact _____ *Phone* _____ *Fax* _____

Banking Information

Name of your bank _____ *Address* _____

Contact _____ *Checking Account Number* _____ *Phone* _____ *Fax* _____

Record Publishing Company L.L.C.

Record-Courier, Mr. Thrifty, Tallmadge Express, Falls News-Press, Stow Sentry, Gateway News, Hudson Hub-Times, Aurora Advocate, Twinsburg Bulletin, Newsleader, Bedford Times-Register, Maple Heights Press, Northeast Communications

Upon completion return pages 1 and 2 of this form to:

Credit Manager – Record Publishing Company
P.O. Box 1201, Ravenna OH 44266
FAX 330-298-2005

Business History

If you have been in business or incorporated for less than one year, please provide us with your previous business ownership or experience. If you currently have an established account with us, or one of our other divisions, then please let us know about it in the space provided.

*I certify that all of the information provided on this form is true and correct to the best of my knowledge. I have read and fully understand the **TERMS AND CONDITIONS** that apply to Record Publishing Co. accounts and agree to abide by those terms upon approval of an account. Further, I agree Record Publishing Co. retains the right to cancel or close this account at any time and for any reason. If I am an employee of a business or corporation I certify that I have been granted authority by my employer to enter into this agreement and to act in good faith on their behalf. By signing this form I am granting permission to Record Publishing Co. to conduct a credit inquiry and to exchange information with other businesses or credit reporting agencies for the sole purpose of that inquiry, both now and for as long as this account remains open.*

PRINT your name here

Title

Signature

Date

Personal Guarantee

(A personal guarantee need only be provided if specifically requested as a term or condition of acceptance)

*As an individual I agree to accept personal responsibility for and guarantee payment of any and all outstanding balances of this account. I understand that I may be held responsible for this account after all reasonable efforts have been made to collect the balance from the corporation, L.L.C., L.L.P., partnership, organization or individual who accepted primary responsibility. I have read and fully understand the **TERMS AND CONDITIONS** that apply to Record Publishing Co. accounts and agree to abide by those terms upon approval of an account as an individual.*

PRINT your name here

Title

Signature (as an individual)

Date

Home address

Phone

Upon completion return pages 1 and 2 of this form to:

Credit Manager – Record Publishing Company P.O. Box 1201, Ravenna OH 44266 or FAX 330-298-2005

For Office Use Only

Received:

Status:

Credit Check:

Terms:

Limit:

Acct. #:

Rep.:

Notes:

Initials:

Date:

Record Publishing Company LLC
Credit Policies - Terms and Conditions
Commercial Advertising and Printing Accounts

(Revised September 1, 2003)

1. All new customers desiring to establish a billing account with Record Publishing Company must complete fill a credit information and agreement form. The credit review process will take approximately 5 to 10 working days. If advertising is to be run prior to credit approval, then the advertising must be pre-paid.
2. Once a credit information form has been approved, a credit limit will be established for the account. If a credit account is denied all advertising must be pre-paid. The customer may re-apply for credit after 90 days. The Credit Manager will review the new application and the past 90 days of pre-paid activity.
3. All accounts are billed on a monthly cycle and invoices are due upon receipt. Standard terms offered to our customers are "net 30 days from invoice/billing date". Terms other than standard must be agreed to in writing by both parties to this agreement.
4. A 1.5% service charge is assessed for unpaid balances over 30 days. Upon acceptance of this credit agreement the customer agrees to pay any and all service charges applied to past due balances. Failure to pay service charges could result in termination of the billing account by Record Publishing Company.
5. All accounts with unpaid balances over 60 days from invoiced date will not be allowed to run any additional advertisements in the Record Publishing Company's print and on-line publications. Once the account is brought back into good standing additional advertising will be accepted. If account delinquency becomes a continual problem, future credit may be denied and/or credit limits revised.
6. All accounts past due 30 days or more will be notified of their delinquency through statement reminder notices and monthly reminder letters. Contact by Account Executives and/or the Credit Manager may be made as a courtesy to our customers.
7. Accounts past due ninety days or more are subject to collection action by our attorneys or an outside collection agency. If an account is placed for collection with our attorneys or a collection agency, then the customer agrees to pay all reasonable costs associated with that collection action. These costs and fees may include legal fees, collection agency fees, court costs and any associated costs incurred by Record Publishing Company in any attempt to collect the account.
8. Errors in advertising should be reported to your Advertising Sales Representative immediately upon discovery. Record Publishing Company strives to produce and publish high quality advertisements and will provide you with a "proof" copy of your advertisement upon request. The publisher shall not be liable for slight changes or typographical errors that do not lessen the value of an advertisement. The publisher's liability for other errors or omissions in connection with an advertisement is strictly limited to publication of the advertisement in any subsequent issue or the refund of any monies paid for the advertisement. Payment for charges under dispute may be with held as long as the Credit Manager and the Advertising Sales Representative are notified promptly. Payment for undisputed charges must be paid within normal terms and may not be with held because of other disputed charges. Every effort will be made to resolve account discrepancies as quickly and fairly as possible.
9. All returned checks will be assessed a charge of \$25.00 for each time it is refused for payment by the issuing bank. Advertising and billing account privileges may be suspended until returned checks have been satisfied. Returned checks are subject to the same collection actions as open accounts described in paragraph 7.
10. Payments should be made to the "remit to" address on your bill and must be received in that office by 5 p.m. EST. on the last day of the month to be included in that month's billing cycle. Payments may be submitted to your Advertising Representative or any Record Publishing Company office. Record Publishing Company will accept payments in the form of personalized company checks, personal checks, postal money orders, bank money orders, bank cashiers or certified checks, cash, and VISA, MasterCard or American Express credit cards.