



Customer Load Sheet

UNITED PLASTIC FABRICATING, INC.
CUSTOMER FILE MAINTENANCE LOAD SHEET

** PLEASE EMAIL TO CMOORES@UNITEDPLASTIC.COM OR FAX TO 978-691-8583 **

Customer Number: _____ Date: _____
Customer Name: _____ Prepared By: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Type of Business: _____
Years at Present Location: _____ Year Established: _____
Type of Ownership: [] Individual [] Partnership [] Corporation [] Municipality
Contact Name: _____ E-mail: _____
Phone Number: _____ Fax Number: _____

Taxable: [] Yes [] No Note: All new customers must attach a copy of their tax- exempt certificate if claiming tax exempt

Credit Limit Requested: _____ Would you be interested in receiving your invoices via e-mail? Y/N

If so, please provide the e-mail address: _____

Required From All Owners, Partners or Officers

Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

References -List Only the Names of Those You Buy on Open Account

Name: _____ Fax: _____
City: _____ State: _____ Zip: _____
Name: _____ Fax: _____
City: _____ State: _____ Zip: _____
Name: _____ Fax: _____
City: _____ State: _____ Zip: _____

PLEASE NOTE THAT CUSTOMER NUMBERS WILL NOT BE ISSUED WITHOUT ALL ITEMS BEING RECEIVED.

- [] This Form Completely Filled Out [] All Credit References [] W-9
[] Terms and Conditions Page Signed [] Copy of Tax Exempt Certificate if applicable

Table with 3 columns: Title: Customer Load Sheet, 7P04F1, REV 13; 07/11/2018



TERMS AND CONDITIONS

Terms of Payment: Net 30 days. UPF reserves the right to levy a service charge on any past due balances at the highest rate permitted by law. The customer agrees to pay all cost of collection incurred by UPF, including reasonable attorney fees, regardless whether formal legal action is instituted in the collection of past due balances.

Errors and Claims: Any freight claims must be filed directly with the carrier as UPF will not be liable for damage or loss caused to a shipment by common carrier. Claims for damaged products, suspected damages within the carton, shortages on delivery must be noted on the bill of lading or shipping papers. This must be reported to UPF within 15 days of delivery. In the event of such claims, the customer shall be required to make payments to UPF for any amount due which is not related to such claims.

Returned Goods: Written authorization must be obtained from customer service at UPF before any products can be returned to the company for credit or replacement. UPF reserves the right to levy up to a 25% handling and restocking charge on all returns which are due to customer responsibility. All returned goods must be delivered to UPF (freight prepaid) and must be in resalable condition.

Order Acceptance: UPF reserves the right to accept or reject any order. All orders accepted for shipment are subject to customer credit approval.

We will adhere to the terms of payment as outlined in the terms and conditions on this application for credit. We certify that the information supplied on this application is true and correct.

Company Name	Signature	Title	Date
	Signature	Title	Date

NOTE: Signature of owner, managing partners, or two corporate officers, one of which shall be Chief Financial Officer, are required.

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <p>United Plastic Fabricating, Inc. 165 Flagship Drive North Andover MA 01845</p>

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																								
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Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.*