



COMMERCIAL CREDIT APPLICATION

-COMPANY CONTACT INFORMATION-

Company Name:			
Company DBA:			
Phone:	Fax:	Web Address:	
Company Physical Address:			
City:	State:	Post Code:	
FEIN TAX ID:	DUNN:	SAM CAGE CODE:	
VAT:	Country:		
State Incorporation:	Date Started:	Tax Resale#:	
Corporation:	LLC:	Partnership:	Proprietor: Other:
Purchasing Contact:			
Phone:	Fax:	Email:	
Alternate Purchasing Contact:			
Phone:	Fax:	Email:	

-COMPANY INVOICE / BILL TO INFORMATION-

SPARTACUS GROUP COMPANY PREFERRED METHOD OF INVOICING IS VIA E-MAIL.
PLEASE PROVIDE AN E-MAIL ADDRESS THAT YOU WOULD LIKE TO RECEIVE YOUR INVOICES

Invoice / Billing Email:			
Accounts Payable Contact:			
Phone:	Fax:	Email:	
Accounts Payable Alternate Contact:			
Phone:	Fax:	Email:	
INVOICE BILLING Address:			
City:	State:	Post Code:	
Attention:			

-COMPANY SHIP TO / RECEIVING INFORMATION-

Ship To Name:	Address:		
City:	State:	Post Code:	
Receiving Contact:			
Phone:	Fax:	Email:	
Alternate or Copy to - Delivery Contact:			
Phone:	Fax:	Email:	

Freight Company(s) of Choice

Freight Company of Choice (list 2) NOTE: IF ORDER QUALIFIES FOR FREE SHIPPING- SELLER RESPONSIBILITY			
1- Freight Company:	Account:		
Freight Contact:	Phone:		
2- Freight Company:	Account:		
Freight Contact:	Phone:		
Special Requirements:	Need Tailgate?	YES:	NO:

COMPANY COMMERCIAL APPLICATION - PREPARED BY: INFORMATION: CONFIDENTIAL / NON-PUBLIC USE

Prepared by Name:	Title:
Prepared by E-Mail:	Phone:

-COMPANY BANK INFORMATION-		
Bank Account Name:		
Bank Account Number:		
Bank Name:	Website:	
City:	State:	Post Code:
Bank Officer Contact:	Bank Email:	
Bank Phone:	Bank Fax:	
Other:		
Trade Reference #1		
Company Name:		
Address:		
City:	State:	Post Code:
Phone:	Fax:	E-mail:
Type of account:		
Trade Reference #2		
Company name:		
Address:		
City:	State:	Post Code:
Phone:	Fax:	E-mail:
Type of account:		
Trade Reference #3		
Company name:		
Address:		
City:	State:	Post Code:
Phone:	Fax:	E-mail:
Type of account:		
<u>-PLEASE MAKE SURE ALL FORM FIELD(S) ARE COMPLETED AS REQUIRED -</u>		

Include current copy of:

- Sales Tax Exemption Certificate (CURRENT)
- W-9 Form (FEIN confirmation)
- Link for W-9 fillable form: <http://www.spartacusgroup.net/W-9%202011.pdf>

Please return completed form to email sent OR: office@spartacusgroup.net
Spartacus Group – Spartaclean Bio-Technologies USA FAX: (779) 500-0639

For Check Payments: *(Include copy of INVOICE with Check)*

P.O. Box 16072 Loves Park, Illinois USA 61132

Purchases require: Corporate Purchase Order Document (no phone orders)
Payment Terms: Net 21 Days from date of invoice & delivery received.

Company Email Presentation of information above *(provides permission)* for Spartacus Group to contact commercial references for verification ONLY By named corporation.



SPARTACUS STANDARD CORPORATE PURCHASE PROCEDURES

Corporate Procedures do not apply to standard online internet - credit card purchases.

Below are Standard Commercial Steps & Procedures.

Each Step is designed to provide documentation clarification to avoid errors.

NEW CUSTOMER COMMERCIAL ACCOUNT TO BE ESTABLISHED

1) New Customer is required to: Download, Complete & Return the Spartacus Corporate – New Customer Commercial Credit Application. **PDF LINK BELOW**

<http://www.spartacusgroup.net/5-SpartacusGroup-NewCustomerSetup-CommercialCredit-FormFILLABLE-2016.pdf>

Customer will further provide:

- **W-9 FEIN Confirmation: W-9 Form:** www.spartacusgroup.net/W-9%202011.pdf
 - **State Business Resale Certificate (current) w/ state resale number**
- 2) Application & Forms will be received – references clarified – account set-up
3) Customer will be advised NEW account is verified & good by phone or email.

STANDARD BUSINESS - PURCHASE ORDER PROCEDURES:

1) **Customer shall call directly to customer service OR send an email** (provided by Spartacus for the exact business designation) requesting products for purchase with whatever part number; item size; item description; etc. as available to **Customer's** knowledge and request to purchase send to.

2) **Spartacus will then respond by email with a CORPORATE ORDER ESTIMATE**, estimate order document is NOT an OFFICIAL INVOICE but is very important to provide direction for the customer have the **EXACT & CURRENT PRODUCT INFORMATION INCLUDING:** part number(s); description; pricing; shipping information clarified ETC..

3) **Customer shall than provide** (to designated Spartacus Email) a **Corporate PO (Purchase Order)** with all of the exact information and **specifications as stated within Order Estimate.** Further updated by the customer to clarify shipping, delivery or any other corrected updated - our best to avoid and current error etc.

4) **Upon Spartacus Order Completion & Shipment Leaving; Spartacus shall Invoice Customer BY EMAIL.** If Spartacus provides shipping – tracking provided. IF **Customer** order shipping with their own carrier –tracking is customer responsibility

5) **Customer is to Make Payment - received as agreed as stated within PO / INVOICE.** SPECIAL CUSTOM ORDERS HAVE SPECIFIC DETAILS TO COMMERCIAL ARRANGEMENT AS AGREED. NOTE: Government / Military etc. each have their own agreed business structure.

DOCUMENT END *Prepared by: Spartacus Group -Office of Corporate Counsel & Accounting.*