



Salesperson _____

Terms Requested _____

Legal Name _____ **D.B.A.** _____

Address _____ **City/State/Zip** _____

Phone Number _____ **Fax Number** _____ **Cell Phone Number** _____

FEDERAL ID# (IF CORP OR PARTNERSHIP) _____ **SS# (IF SOLE PROP.)** _____

Years in Business: _____ **Business is a:** CORP _____ PARTNERSHIP _____ SOLE PROP _____

[1.] **Principal Name/Title:** _____

Home Address _____ **City/State/Zip** _____

Home Phone Number _____ **Cell Phone Number** _____ **Social Security Number** _____

[2.] **Principal Name/Title:** _____

Home Address _____ **City/State/Zip** _____

Home Phone Number _____ **Cell Phone Number** _____ **Social Security Number** _____

ACCOUNTS PAYABLE CONTACT

The person listed below is responsible for answering questions about unpaid invoices or remittance documents.

Contact _____ **Title** _____ **Phone** _____ **Fax** _____

Email Address _____

BANK INFORMATION

Bank Name _____ **Account #** _____

Address _____ **Phone** _____ **Contact** _____

TRADE REFERENCES – FOOD SUPPLIERS

1. **Business Name** _____ **Phone#** _____ **Account #** _____

2. **Business Name** _____ **Phone#** _____ **Account #** _____

3. **Business Name** _____ **Phone#** _____ **Account #** _____

CREDIT AGREEMENT

In consideration of Get Fresh Produce, Inc (Company) extending credit to the undersigned corporation/individual on open invoices for good purchased from the Company, _____ (**Debtor**) hereby conveys and agrees with the Company as follows: Debtor shall pay for each invoice in accordance with the terms. Failure to pay said account balance within the prescribed period shall be a default hereunder and shall bear interest from the date of delinquency at the rate of 1.5% per month or at the maximum permitted by law. Upon failure of Debtor to pay in accordance with specified terms, the company may take legal measures to collect the outstanding balance of said account: and Debtor agrees to pay interest, plus costs for collection agencies or attorneys employed in the collection of said terms. Debtor has executed this agreement, and the Company accepted same on the _____ day of _____ 20____.

Debtor (Company Name) _____ **By: Officer/Owner**

Address _____ **City/State/Zip**

PERSONAL GUARANTY

I, _____ residing at _____ for and in consideration of your extending credit at my request to _____ (debtor), Hereby personally guarantee to you prompt & full payment of all obligations of the Debtor, and I Hereby agree to bind myself to pay you promptly on demand any sum which may become due to you whenever the Debtor shall fail to pay the same. It is understood that this guaranty shall be a continuing and irrevocable guaranty and indemnify for such indebtedness of the Debtor. I do hereby waive any notice of default, non-payment and notices thereof and consent to any modification or renewal of the credit agreement hereby guaranteed. I further agree to pay all costs and reasonable attorney's fees incurred by obligee in collecting amounts hereby guaranteed whether from obligator or guarantor.

Signature _____ *Title* _____ *Authorized by Officer/Owner* _____ *Date* _____

BANK WRITTEN AUTHORIZATION

Please provide Get Fresh Produce, Inc. and/or Credit Consultants, Inc t/a PMS, information regarding my credit history with your bank. I hereby authorize the release of this information for Credit Purposes.

Corporate Name: _____ **DBA** _____

Authorized Signature _____

Title _____ **Date** _____



CRT-61 Certificate of Resale

Step 1: Identify the seller

1 Name _____

2 Business address _____

City State Zip

Step 2: Identify the purchaser

3 Name _____

4 Business address _____

City State Zip

5 Complete the information below. Check only one box.

- The purchaser is registered as a retailer with the Illinois Department of Revenue. _____
Registration number
- The purchaser is registered as a reseller with the Illinois Department of Revenue. _____
Resale number
- The purchaser is authorized to do business out-of-state and will resell and deliver property only to purchasers located outside the state of Illinois. See Line 5 instructions.

Step 3: Describe the property

6 Describe the property that is being purchased for resale or list the invoice number and the date of purchase.

Step 4: Complete for blanket certificates

- 7 Complete the information below. Check only one box.
- I am the identified purchaser, and I certify that all of the purchases that I make from this seller are for resale.
 - I am the identified purchaser, and I certify that the following percentage, _____ %, of all of the purchases that I make from this seller are for resale.

Step 5: Purchaser's signature

I certify that I am purchasing the property described in Step 3 from the stated seller for the purpose of resale.

_____ / / _____
Purchaser's signature Date

Note: It is the seller's responsibility to verify that the purchaser's Illinois registration or Illinois resale number is valid and active.

General information

When is a Certificate of Resale required?

Generally, a Certificate of Resale is required for proof that no tax is due on any sale that is made tax-free as a sale for resale. The purchaser, at the seller's request, must provide the information that is needed to complete this certificate.

Who keeps the Certificate of Resale?

The seller must keep the certificate. We may request it as proof that no tax was due on the sale of the specified property.

Do not mail the certificate to us.

Can other forms be used?

Yes. You can use other forms or statements in place of this certificate but whatever you use as proof that a sale was made for resale must contain

- the seller's name and address;
- the purchaser's name and address;
- a description of the property being purchased;
- a statement that the property is being purchased for resale;
- the purchaser's signature and date of signing; and
- either an Illinois registration number, an Illinois resale number, or a certification of resale to an out-of-state purchaser.

Note: A purchase order signed by the purchaser may be used as a Certificate of Resale if it contains all of the above required information.

When is a blanket certificate of resale used?

The purchaser may provide a blanket certificate of resale to any seller from whom all purchases made are sales for resale. A blanket certificate can also specify that a percentage of the purchases made from the identified seller will be for resale. In either instance, blanket certificates should be kept up-to-date. If a specified percentage changes, a new certificate should be provided. Otherwise, all certificates should be updated at least every three years.

Specific instructions

Step 1: Identify the seller

Lines 1 and 2 Write the seller's name and mailing address.

Step 2: Identify the purchaser

Lines 3 and 4 Write the purchaser's name and mailing address.

Line 5 Check the statement that applies to the purchaser's business, and provide any additional requested information.

Note: A statement by the purchaser that property will be sold for resale will not be accepted by the department without supporting evidence (e.g., proof of out-of-state registration).

Step 3: Describe the property

Line 6 On the lines provided, briefly describe the tangible personal property that was purchased for resale or list the invoice number and date of purchase.

Step 4: Complete for blanket certificates

Line 7 The purchaser must check the statement that applies, and provide any additional requested information.

Step 5: Purchaser's signature

The purchaser must sign and date the form.

