



SOUTHWEST OFFICE
SUPPLY & INTERIORS

3205 NW Yeon Avenue
Portland, Oregon 97220
503-241-1921 • Fax 503-241-8670
888-639-3179
swofficesupply.com

PLEASE PRINT ALL INFORMATION

Date	Anticipated Monthly Purchase Volume	Purchase Order Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Credit Card* <input type="checkbox"/> Net 30** <input type="checkbox"/> COD <input type="checkbox"/> ACH	Password for Internet ordering (up to 20 characters)		Account Representative	

*Credit Card and ACH accounts: Accounts Receivable will be in touch to set up your account.
**Net 30 accounts: Purchases must total \$500 or more per month. Sole Proprietorships & Partnerships must sign personal guarantee below.

COMPANY INFORMATION

Full Legal Business Name		DBA or AKA	
Street Address (No P.O. Boxes)		City	State Zip + 4
Billing Address (if different from above)		City	State Zip + 4
In Business Since	Number of Office Employees <input type="checkbox"/> 1-4 <input type="checkbox"/> 5-9 <input type="checkbox"/> 10-14 <input type="checkbox"/> 15-24 <input type="checkbox"/> 25-49 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100-499 <input type="checkbox"/> 500+		

PURCHASING AGENT OR CONTACT FOR ORDERS

Purchasing Contact Name		
Purchasing Contact Email	Phone Number	Fax Number

ACCOUNTS PAYABLE CONTACT INFORMATION

AP Contact Name		
AP Contact Email	Phone Number	Fax Number

Legal Structure (Check all that apply)
 Corporation Partnership Sole Proprietorship LLC

Net 30 accounts: Purchases must total \$500 or more per month.
Sole Proprietorships & Partnerships must sign personal guarantee.

PERSONAL GUARANTEE

THIS SECTION MUST BE COMPLETED IF THE APPLICATION IS FOR AN OPEN ACCOUNT **AND** IS (1) A SOLE PROPRIETORSHIP; (2) A PARTNERSHIP; (3) A PROFESSIONAL; (4) UNINCORPORATED; OR (5) INCORPORATED FOR LESS THAN 1 YEAR.

First Name _____ Middle _____ Last Name _____
Street Address (No P.O. Boxes) _____ Home Phone Number _____
City _____ State _____ Zip _____
Signature, Personal Guarantor _____ Date _____

Remit to: Southwest Office Supply, 3205 NW Yeon, Portland, Oregon 97210
Fax: 503.241.8670 • Email: orderdesk@swofficesupply.com

TERMS AND CONDITIONS

- 1. NON-CONFORMING GOODS AND LABOR AND LIMITATIONS ON SOUTHWEST'S LIABILITY:** Notice of nonconforming goods or labor shall be made within two business days of delivery. Applicant(s) sole and exclusive remedy under any claim whether arising at law or in equity is replacement of the nonconforming goods or labor; or refund of Applicant(s)' payment at Southwest's sole option. All returns must be pre-approved by Southwest and be in good condition in its original package and accompanied by a sales slip or invoice number. No returns are permitted on Special Order items at any time for any reason and no returns are permitted on any goods or labor 30 days after delivery.
- 2. DISCLAIMER OF WARRANTIES:** SOUTHWEST DISCLAIMS ANY AND ALL WARRANTIES (EXPRESS AND IMPLIED) CONCERNING OR RELATING TO ANY AND ALL GOODS OR LABOR INCLUDING BUT NOT LIMITED TO THOSE SUBJECT TO THIS AGREEMENT. SOUTHWEST MAKES NO EXPRESS WARRANTIES AND THERE ARE NO IMPLIED WARRANTIES INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. No obligation of Southwest concerning or relating to the goods or labor shall be deemed a performance specification of any kind.
- 3. DELIVERY DATES ARE ESTIMATES:** While Southwest attempts to deliver goods or labor within two business days after an order is received, Southwest does not agree, will not agree to, and is not obligated to any specific delivery date or time for any goods or labor. This delivery time is an estimate only and does not establish an agreed delivery date or time. Free delivery is available only within the Portland Metropolitan area. While there is no minimum order for free delivery, the amount of the order may increase the time period for delivery beyond two business days as Southwest is entitled to coordinate small deliveries with other orders of the Applicant(s) or other customers.
- 4.** Southwest may contact any banks and trade references and make any and all other credit inquiries it deems necessary, including but not limited to the utilization of outside credit reporting services, and Applicant(s) authorize the release of information to Southwest. The information in this application is complete, true and correct.
- 5.** Payment in full is due 30 days from the date of invoice. A late payment charge of 1 ½% per month (18% per annum) is due on all past due principal amounts. If any amount owing to Southwest is not paid when due, Southwest may at its option place the account on a cash basis, terminate any unfilled orders or discontinue any deliveries until all past-due payments (including principal and interest) are paid in full and adequate assurance of Applicant(s)' financial ability is received.
- 6.** In case of any default in relation to this Agreement, Applicant(s) shall pay Southwest's reasonable attorney fees and costs, even if no action is filed. If an action is filed, Applicant(s) shall pay Southwest's reasonable attorney fees and costs (whether in the state or federal courts, including but not limited to bankruptcy courts), for any court-annexed arbitration, on any appeal, and on denial of any petition for review even if no action is filed. Jurisdiction for any action may, at the sole option of Southwest, be the courts of the State of Oregon with venue in Washington County. Applicant(s) consent to such jurisdiction and venue. This Agreement shall be governed by and construed in accordance with Oregon law without resort to its principle, on conflict of laws.
- 7.** Any change in Applicant(s)'s business structure shall not affect Applicant(s)'s obligations under this Agreement unless Southwest agrees otherwise in writing.
- 8. Miscellaneous:** a) If any term of this Agreement is invalid, the invalid language shall be considered deleted from this Agreement and shall not invalidate the remaining language. b) This Agreement may be executed and transmitted to Southwest by facsimile machine and the facsimile so transmitted to Southwest shall be deemed an original and shall be binding upon the Applicant(s) upon its receipt by Southwest. c) Regardless of any prior or contemporaneous agreements, this Agreement amends and modifies any and all of said prior or contemporaneous agreements and contains the entire agreement between the parties and cannot be changed or terminated orally. d) The terms of this agreement take precedence over any terms and conditions set forth in Applicant(s)' purchase order or similar document, or any other Applicant(s) agreement, whether now existing or arising at any time in the future, and to the extent of any conflict this Agreement shall control.

SIGNATURE

By signing below, you certify that you have read and agree to the Terms and Conditions which are included. You further certify that all of the information provided in this application is true and correct and you are authorized to sign this application on behalf of the applicant.

Signature of Authorized Officer _____

Please print Name and Title _____

Date _____