



Radius Promotions, 114 W Gregory, PO Box 8450,
Kansas City, MO 64114 800-314-1365
www.radiuspromotions.com

On behalf of Radius Promotions, LLC., I would like to take this opportunity to welcome you as a new customer. We are excited to have you with us!

At Radius Promotions, LLC., we strive for 100% customer satisfaction by being responsive to our customers needs and providing unparalleled customer service. Our customers are the most important part of our business and we are always working to ensure your complete satisfaction.

In order to complete your account set-up, we have provided you with the following:

- New Account Information Form (**Required)
- CC Authorization Form (must be used if not applying for terms)
- Application for Credit

Once your account has been established, we will provide you with your account ID as well as your dedicated Customer Service Representative Contact information.

We will qualify you for the best possible terms based on the information provided to one of the following Terms of Payment:

Credit Card* or other form of Prepayment

*NOTE: Credit Card payment will incur a 3% handling fee

Payment Due Upon Receipt of Order

Net Terms - Our standard payment terms are Net 15 days, but additions terms may be available upon review of the account.

We encourage you to contact us with any questions, comments and feedback. Thank you again for entrusting Radius Promotions, LLC. with your business needs. We look forward to serving you.

Sincerely,

Mark Ravis

RADIUS Promotions

New Account Information

COMPANY INFORMATION (BILL TO)			
Company name:			
Address:			
City	State	Zip	
Telephone #	Fax #	Cell #	
Resale Tax #			

*Please fax or email us a copy of your Resale Tax Certificate for file. Email to support@radiuspromotions.com

SHIPPING INFORMATION (SHIP TO – IF DIFFERENT FROM ABOVE)			
Company name:			
Address:			
City	State	Zip	
Telephone #	Fax #	Cell #	
Additional Info			

PRIMARY CONTACT			
First Name	Last Name		
Position/Department	Phone #	Cell #	
Email Address			
Additional Info			

ACCOUNTS PAYABLE CONTACT			
First Name	Last Name		
Position/Department	Phone #	Cell #	
Email Address			
Additional Info			

NOTIFICATIONS	
Email for Order Acknowledgments:	
Email for Shipping Notifications:	
Email for Invoices:	
Additional Info:	

*Please email your New Account Information form, Application for Credit form or Credit Card Authorization form and your Resale Tax Certificate (U.S. Customers) to support@radiuspromotions.com.

*U.S. Customers: We will not be able to process orders without your Resale Tax Certificate on file.



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Dear Customer,

Thank you for your order. To continue processing your order, if you are not on Terms yet, you must call our Accounting Department at **800-314-1365** with your credit card information. If you prefer, you may fill out, sign and email back the credit card authorization form below to support@radiuspromotions.com. In order to avoid any delays in processing your future orders, we recommend that you select the option to leave your credit card on file.

Sincerely,

Mark Ravis

RADIUS Promotions

In Payment of your P.O. #:	_____	Our Sales Order #:	_____
Dated:	_____	For The Amount of:	_____
<input type="checkbox"/>	I Authorize Radius Promotions To Charge This Order To My Credit Card Account Named Below	<input type="checkbox"/>	
<input type="checkbox"/>	I Authorize Radius Promotions To Charge This And All Future Orders To My Credit Card Account Named Below:	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
Card Number:	_____	Security Code Number:	_____
Expiration Date:	_____		
Name of Cardholder:	_____		
Cardholder's Address:	_____		
City, State, Zip:	_____		
Signature & Title:	_____		

REV. SEPTEMBER 2015



Application for Credit

Legal Firm Name		Trade Style or Divisions	
Mailing Address			Phone
City	State	Zip	Fax
Name of President (CEO); Owner (Sole Proprietor); Partner		Email Address	Social Security No.

Tell Us How We Can Help

Estimated Credit Line Required \$ _____

Type of Business Individual Partnership Corporation Division Wholly-Owned Subsidiary

Date Started _____ Your Fed. Tax Number _____

Parent Company: Name and Address _____

Name of Person Paying Bills	Telephone Ext.	Email Address	Your Annual Sales
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Tell Us About Your Business

I Certify that Firm Listed Above is Engaged as Registered Wholesaler Retailer Manufacturer Other Lessor

In State _____ State ID Number _____

Merchandise Purchased by the Undersigned from the Following State Sales Tax Status
 Sold to the Public, on Which We Collect & Remit Sales Tax Exempt from State Sales Tax State Exemption No. _____

Tell Us About Your Trade References

Name	Email Address	Phone	Fax

Would You Like To Pay By Credit Card?

Please Accept My Credit Card Listed Below for Purchase Order Number _____ Upon Verbal or Written Approval, Future Purchases Can Be Charged to My Credit Card

Type MasterCard Visa Discover Other _____ Card Number _____ Exp. Date _____

Print Name as it Appears on Card _____ Signature _____ Date _____

Name of Bank	Bank Officer			
Street Address	Account Number			
City	State	Zip	Phone	Type of Account <input type="checkbox"/> SBA Loan
				<input type="checkbox"/> Checking <input type="checkbox"/> Borrowing <input type="checkbox"/> Savings

The applicant and undersigned agree that in consideration for establishing an account, all charges will be paid in full within terms of sale on individual invoices. In addition, if the account becomes delinquent, the applicant agrees to pay a service charge on the unpaid balance equal to the lesser of 1.5% per month or the maximum rate allowed under applicable law. If the account must be referred to a collection agency, attorney or any other third party, the applicant and the undersigned agree to pay all costs and expenses incurred (including reasonable attorney's fees). Post-audit claims for more than six (6) months will not be accepted and must be repaid.

The above information, as well as that given on the reverse side, is relied upon by the Radius Promotions Credit Department for the purpose of obtaining credit and is warranted to be true. We hereby authorize the firm to whom this application is made to investigate the references listed pertaining to my/our credit and financial responsibility. Be assured that Radius Promotions will treat all information you provide in a confidential manner and will use it only for the purpose of evaluating your request for credit.

Applicant's signature attests financial responsibility, ability and willingness to pay our invoices in accordance with the terms stated thereon and within conditions stated on the reverse. Principal's or Officers Signature required to attest to above information.

Firm Name _____ Signature _____
 Title _____ Date _____ *Continued on next page*

Terms and Conditions

- **Terms of Sale** All shipments are due and payable as specified on your invoice. Terms shown on invoices supersede any terms shown on your purchase orders or otherwise expressed.
- **Maintenance of Credit** Continuation of credit terms is a privilege contingent on your keeping your account current. Should your account become delinquent or your financial status change, we reserve the right to change or withdraw credit terms and/or suspend shipments to you.
- **Accommodations** Should it be necessary to prevail upon an outside agency for assistance in collection of an outstanding balance. Radius Promotions will be entitled to and expect payment of such fees as part of the outstanding balance.
- **Service Charge** A service charge may be assessed on past due balances at the rate of the lesser of 1.5% per month or the maximum rate allowed under applicable law.
- **Customer Claims** All deduction claims must accompany invoice payment and be detailed in writing to determine validity of claim. Post-audit claims for more than six (6) months prior will not be investigated or allowed.
- **Lost Shipments** Radius Promotions is not liable for shipments damaged or lost in transit. Claims must be filed with the carrier. Even though Radius Promotions terms are F.O.B. shipping point, we will file tracers on the customer's behalf, if proof of delivery is requested in writing within 60 days of the invoice date. If the proof of delivery states that the merchandise was received, there will be a \$25 processing fee.
- **Return Policy**

No returns will be accepted without prior written authorization. Credit will not be issued for returned goods that are: not of current manufacture or design; not in resalable condition; not accompanied by the invoice number or original purchase order by you. Authorization will not be given for returns after sixty days from the date of invoice. In some cases, returns may be subject to handling and/or restocking fees.

The return number, given by the Customer Service Department, must be clearly visible on the face of the carton. Instructions as to the return destination will be given at the time the return is approved.
- **Quality Guarantee** We guarantee the quality and accuracy of our products. We take responsibility for any errors in the product and design layout. You are responsible only for art that you have supplied and have approved. If we make any changes in your approved copy then we are responsible for correcting that also.

Personal Guarantee Agreement

I/We request Radius Promotions referred as creditor, to grant credit to: _____

referred to herein as the debtor, and in consideration of such credit, I agree with the creditor as follows:

1. I/We guarantee unconditionally and promise to pay creditor all debtor's indebtedness to creditor, without limitation as to amount
2. The indebtedness shall include only the indebtedness incurred on or after the date of this guarantee.
3. This is a continuing guarantee and until revoked shall cover future indebtedness arising under successive transactions that shall either continue the indebtedness or, from time to time, renew it after it has been satisfied.
4. This agreement shall inure to the benefit of creditor, its successors and assigns, and shall bind heirs, executors, administrators and assigns.
5. I agree to pay my creditor reasonable attorney fees and all costs and other expenses incurred by it in collect any indebtedness of debtor hereby guaranteed or in enforcing this guarantee against me/us.
6. This continuing guarantee shall remain in full force until and unless I/we deliver to creditor, by certified mail, return receipt requested, written notice revoking this guarantee. Such revocation shall not affect any of my/our obligations with respect to such indebtedness incurred prior to revocation.
7. This liability of the undersigned shall not be impaired, altered or otherwise affected by any renewal, modification, compromise or discharge of the indebtedness or any part thereof.
8. Creditor may cease further sales and deliveries at any time, but agree that it will, upon written request, furnish to the undersigned a complete statement of the amount of the indebtedness covered by this guarantee and then paid.
9. This applicant and the undersigned have given the above information to induce you to furnish materials and/or services on credit and represents that said information is accurate and complete.
10. The personal guarantee would not be enforced before an invoice reached 120 days past due.

Signed _____ Date _____ Resident Address _____ Social Security Number _____

Print Name _____

Signed _____ Date _____ Resident Address _____ Social Security Number _____

Print Name _____

* The personal guarantee must be provided by both owner and spouse if your company has been in business for less than three full years.
Subscribed and sworn to before me this

_____ day of _____, 20 _____

Notary Public _____

My commission expires: _____

REV. SEPTEMBER 2015