



# D&H Distributing Customer Application

Upon completion of this credit application, please make a copy for your files and fax or mail the original to:

D&H Credit Department  
at Fax Number (717) 255-7851

D&H Credit Department  
P.O. Box 5967  
Harrisburg, PA 17110

Visit our website at [www.dandh.com](http://www.dandh.com)

**Are you a reseller, educational facility or installer of security products?**

If not, please do not complete or return this application. We are a wholesaler/distributor. Unless you will be reselling products purchased from D&H and are able to provide us with a **copy of your resale certificate**, we will not be able to establish an account with you. This application must be completed before an account is opened and pricing is quoted.

## Uniform Sales & Use Tax Certificate - Multijurisdiction

The following states do not require a resale certificate: Alaska, Delaware, Hawaii, Montana, New Hampshire, and Oregon. Florida, Maine, Mississippi, New Mexico and Tennessee require you provide a copy of the state issued form. The correct form for your state can be found under Online Forms at [www.dandh.com](http://www.dandh.com). If your state is not listed above and no state specific form is available online, this form may be used.

*The issuer and the recipient have the responsibility of determining the proper use of this certificate under applicable laws in each state.*

Issued to Seller: D&H Distributing Company Inc.  
2525 North 7th Street  
Harrisburg, PA 17110-0967

Reseller Certificate #: \_\_\_\_\_

I certify that:  
Name of Firm: \_\_\_\_\_ D.B.A Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, & Zip: \_\_\_\_\_

is registered with the below listed states and cities within which your firm would deliver purchases to us and that any such purchases are for wholesale, resale, ingredients or components of a new product or service to be resold, leased, or rented in the normal course of business. We are in the business of wholesaling, retailing, leasing (renting) the following:

Description of Business: \_\_\_\_\_  
*General description of tangible property or taxable services to be purchased from the seller: Computer hardware, software and/or related items*

Your State: \_\_\_\_\_ Any other states in which you do business (please list): \_\_\_\_\_

I further certify that if any property or service so purchased tax-free is used or consumed by the firm to make it subject to a Sales or Use Tax, we will pay the tax due directly to the proper taxing authority when the state law so provides or informs the seller for added tax billing. This certificate shall be a part of each order, which may hereafter give you, unless otherwise specified, all shall be valid until cancelled by us in writing or revoked by the city or state.

Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter. Signature required in addition to guarantee.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



## Complete for New Account

## Drop Ship Authorization:

Please submit a copy of a voided business check for faster processing

Do you authorize drop shipments?

Prepay (Credit card, wire transfer)  COD (Cashier's check)  COD (Company check)

Yes  No

Electronic Funds Transfer (EFT)  Net Terms Credit Line Amount \$ \_\_\_\_\_

Legal Business Trade Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Is this a Residence:  Yes  No

Is this a Mail Receiving Service:  Yes  No

Business Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
(Please do not list 800 # or cell #'s)

County: \_\_\_\_\_ Web site: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Invoice Method:  US Mail  E-mail \_\_\_\_\_  
(E-mail address)

Billing Address (If different from above:) \_\_\_\_\_ Shipping Address (For multiple locations-attach a sheet)

A/P Contact: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

### Business is a: (Check one)

Corporation  Partnership  Proprietorship  LLC  LLP

Date Started \_\_\_/\_\_\_/\_\_\_ State of Inc. \_\_\_\_\_ D&B # \_\_\_\_\_ Fed ID # \_\_\_\_\_

Are you a:  Subsidiary or  Division Landlord Information:  Renter or  Own

Parent Company Name: \_\_\_\_\_ Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Address: \_\_\_\_\_

Parent Company D&B #: \_\_\_\_\_ Years at current address: \_\_\_\_\_

### Principal Information: (Attach a separate sheet if needed)

Owner/Partner/Officer Name % Ownership Social Security # Phone

Address (Street, City, State and ZIP Code) E-mail

Have you ever filed for bankruptcy?  No  Yes  Personal  Business Date Filed: \_\_\_\_\_ Status: \_\_\_\_\_

Owner/Partner/Officer Name % Ownership Social Security # Phone

Address (Street, City, State and ZIP Code) E-mail

Have you ever filed for bankruptcy?  No  Yes  Personal  Business Date Filed: \_\_\_\_\_ Status: \_\_\_\_\_

For D&H internal use: Salesman \_\_\_\_\_ Telezone \_\_\_\_\_

## Which category best describes your company's business? *(Select one)*

- Computer Products       Security Products       Video Gaming Products  
 Home Entertainment/Consumer Electronics       Educational Institution or Reseller

## Bank References *(Required to set up an account)*

Bank Name \_\_\_\_\_ Checking Account # \_\_\_\_\_ ABA/Routing # \_\_\_\_\_  
Address (Street, City, State, and ZIP Code) \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_ Contact Name \_\_\_\_\_

## Trade References *(Related industry purchases during past 12 months)*

### Trade Reference #1

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Address \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
Account # \_\_\_\_\_

### Trade Reference #2

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Address \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
Account # \_\_\_\_\_

### Trade Reference #3

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Address \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
Account # \_\_\_\_\_

## Flooring Reference *(If applicable. Please list separately if more than one)*

Name, Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_ Contact Name \_\_\_\_\_ Account # \_\_\_\_\_  
Would you like information on Floor Planning?     Yes     No

Customer agrees to notify D&H of any changes in ownership of its business as set forth herein by certified mail to:

D&H Credit Department; 2525 North Seventh Street; Harrisburg, PA 17110-0967  
Phone: 800-877-1200 FAX: 717-255-7851 Website: [www.dandh.com](http://www.dandh.com)

I hereby authorize D&H Distributing Co. or any credit bureau or other investigative agency employed by D&H Distributing to investigate the references herein listed or statements or other data obtained from me or any other person pertaining to my credit and financial responsibility. The undersigned individual who is either a principal of the credit applicant or a sole proprietorship of the credit applicant, recognizing that his or her individual credit history may be a factor in the evaluation of the credit history of the applicant, hereby consents to and authorizes the use of a consumer credit report on the undersigned by the above named business credit grantor, from time to time as may be needed, in the credit evaluation process. In consideration of the extension of credit by D&H Distributing to us, we agree to promptly pay all bills in accordance with the terms expressed on the invoice. We further agree that if the merchandise ordered shall remain past the due date, it shall bear interest at the rate of 1½ % per month until paid. In the event that any suit or action is instituted to collect money due on our account, whether principal or interest, or both, we agree to pay, in addition to the amount owed, all legal fees and collection agency fees incurred, including a reasonable sum for attorney's fees. We agree that any disputed charge, request for chargeback or adjustment, will first be reported to D&H Distributing. We will have 30 days to dispute, or request a chargeback, any credit card charge. Our failure to dispute the charge, or request a chargeback, 30 days after payment constitutes a waiver of any right to chargeback the payment. Legal rights and obligations hereunder shall be determined in accordance with the laws of the state to which this is addressed.

PRINT NAME

TITLE

SIGNATURE

DATE

## Signature required for application to be processed

**\*\*\*CURRENT YEAR-END FINANCIAL STATEMENTS ARE REQUIRED FOR NET TERMS\*\*\***

*Financial statements must include a balance sheet and income statement. Unaudited financial statements must be signed and dated by the Company's Owner/Officer. The statement's time period must be indicated.*

## Authorized Buyers:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

# Personal Guarantee

*(While not mandatory, this guarantee allows us to consider your application for a higher level of credit.)*

Date \_\_\_\_\_

For valuable consideration, the receipt of which is acknowledged and intending to be legally bound hereby, the Undersigned jointly and severally unconditionally guarantee to D&H Distributing Co the full and prompt performance by *(insert your company name)* \_\_\_\_\_

\_\_\_\_\_ herein called "Obligor" of all obligations which Obligor presently or hereafter may have to you and payment when due of all sums presently or hereafter owing by Obligor to you, and agree to indemnify you against any losses you may sustain and expenses you may incur as a result of any wrongful act. If Obligor incorporates or enters into any form of partnership, or has already done either of the foregoing, this guarantee shall also include obligations incurred by any such corporation or partnership succeeding to all or any part of the business presently or hereafter conducted by Obligor as if such corporation or partnership were a Co-Obligor.

For the purposes of this guaranty and indemnity, all sums owing to you by Obligor shall be deemed to have become immediately due and payable if (a) Obligor defaults in any of its obligations to you; (b) a petition under any chapter of the Bankruptcy act, as amended, or for the appointment of a receiver of any part of the property of Obligor be files against Obligor, and be not dismissed within thirty days; (c) such a petition be filed by Obligor; (d) Obligor makes a general assignment for the benefit of creditor, suspends business or commits any act amounting to a business failure, or (e) an attachment be levied or tax lien be filed against any of Obligor's property.

This shall be a continuing guaranty and indemnity and irrespective of the lack of notice to or consent of Undersigned, their obligations hereunder shall not be impaired in any manner whatsoever by any

- (a) agreements or obligations of Obligor with or to you: amendments, extension, modifications, renewals or waivers of default as to any existing or future agreements or obligations of Obligor or third parties with or to you, or extensions or credit by you to Obligor;
- (b) adjustments, compromises or releases of any obligations of Obligor, Undersigned or other parties, or exchanges, releases or sales of any security of Obligor, Undersigned or other parties
- (c) fictitiousness, incorrectness, invalidity or unenforceability, for any reason, of any instrument in writing, or acts of commission or omission by you or Obligor.
- (d) compositions, extensions, moratoria or other relief granted to Obligor pursuant to any statute presently in force or hereafter enacted, or
- (e) interruptions in business relations between you and Obligor.

Notice of your acceptance hereof, of default and non-payment by Obligor or any other parties, of presentment, protest and demand, and of all other matters of which Undersigned otherwise might be entitled, is waived. The obligations hereunder of each Undersigned are joint and several, and shall be binding upon their respective heirs and personal representatives. The failure of any person to sign this guaranty and indemnity shall not affect the liability hereunder of any signor thereof. The death or release from liability hereunder of any Undersigned shall not relieve the others from liability hereunder. Each of Undersigned may terminate his obligation hereunder as to then future transactions between you and Obligor by registered mail notice to you at your above stated address, provided however, that such termination shall not affect either his liability hereunder with respect to any obligation of Obligor to you incurred prior to your receipt of such notice, or the continuing liability of such of the others of Undersigned as have not given such notice.

Undersigned shall reimburse you, on demand, for all expenses incurred by you in the enforcement of any of your rights hereunder against any of Undersigned Confession: As security for any such obligation, the Undersigned hereby authorize any attorney of any Court or record of any state to appear for them or any of them and to confess a judgement against them or any of them for the entire unpaid balance due Obligor at any time. Whether immatured installments or otherwise with or without declaration, with costs of suit, release of errors, without stay of execution, and with twenty percent (20%) added for collection: and they also waive the right of inquisition on any real estate that may be levied upon to collect this not, and do hereby voluntarily condemn the same, and authorize the Prothonotary or clerk to enter upon the execution writ they said voluntary condemnation, and they further agree that said estate may be sold on execution writ and they further hereby waive and release from any and all appraisements, stay or exemption laws of any state now in force or hereafter enacted.

This guaranty and indemnity is assignable, shall be construed liberally in your favor and shall insure to the benefit of your successors and assigns. I, Obligor, should default in performance of any Obligor's obligations to you, and if any third party makes any payment to you with respect thereto, such third party shall, to the extent thereof, be subrogated to all of your rights against Undersigned hereunder. Legal rights and obligations hereunder shall be determined in accordance with the laws of the state to which this is addressed.

**Social Security #** \_\_\_\_\_

**Home Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Guarantor** \_\_\_\_\_

**Witness** \_\_\_\_\_

**Social Security #** \_\_\_\_\_

**Home Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Guarantor** \_\_\_\_\_

**Witness** \_\_\_\_\_

SELECT ONE:

NEW ACCOUNT PASSWORD REQUEST

CHANGE OF ADMINISTRATOR

CHANGE OF INFORMATION

**Electronic Commerce User Agreement for www.dandh.com  
PASSWORD REQUEST FORM**

Please complete the Electronic Commerce User agreement and License ("Agreement") below and have it signed by an authorized signator and either fax it or mail it to D & H at the address below. D & H will process your request and provide you with written notification of your log-in and password. **We will send this via e-mail within 3 business days of the account being set up in our system. For security reasons, D & H will only provide this sensitive information via email to the address we have on file.** Read all terms and conditions of this agreement before signing, opening any software media package (if included) or accessing the D & H Web Site or any informational database. By opening any D & H software package or accessing the Web Site or informational database, your organization ("you") agree to these terms and conditions, as modified or amended from time to time and each time you access the database, software, or site, you reconfirm your agreement. If you do not agree to these terms and conditions, you may elect not to access the database or site, and must, if applicable, return any accompanying software product container and its contents, including any unopened software media package, to D & H. This Agreement is effective from the day you initially use or install the software, access the database or site until such time as you cease to be an authorized reseller of D & H.

You may access this secure site by choosing to "log-in" from various locations within the D & H non-secure site. At that point you will be prompted to enter your log-in ID and password. Your account will be initialized and ready for use when you receive your log-in and password. Maintenance of the security of this password is your responsibility. Please guard this information as you would your credit card or bankcard number, including how it is used by the employees (current and previous) of your organization. D & H is not responsible for any unauthorized use of this information unless written notice is received and confirmed by D & H as to the termination of this program. We cannot process questions relating to the access of our secure web site without your account number.

You, as administrator, agree to maintain your password file within dandh.com. Please refer to the rules and regulations of the administrator in the password function in dandh.com

The data provided by D & H under this Agreement has been subject to numerous control mechanisms to insure its accuracy. D & H at all times will use best efforts to maintain this accuracy as to pricing and availability of products. However, if at any time the data is incorrect as to price, availability, description, image and product attributes, D & H reserves the right to reject orders placed based on this erroneous information. D & H shall not be liable for any damages beyond refunding the purchase price paid for the product upon its return.

The data provided herein shall at all times remain the property of D & H and (your company name)\_\_\_\_\_ shall take commercially reasonable steps to make sure this data is secured from any unauthorized use, copying transmission, downloading, or other distribution. Please send any questions to [passwords@dandh.com](mailto:passwords@dandh.com).

**For a new account, D&H Distributing will complete the account number line.**

Customer Acct # \_\_\_\_\_

**Must complete all following information to have a password issued.**

Company: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Please provide one of the following:

Reseller #: \_\_\_\_\_ **or** Federal ID: \_\_\_\_\_ **or** Last 4 Digits of Principal Social Security #: \_\_\_\_\_

Do you wish to authorize drop shipping on your account? YES  NO

By signing below, I agree to the above terms and conditions:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**We will send this via e-mail within 3 business days of the account being set up in our system.**

**For questions email: [passwords@dandh.com](mailto:passwords@dandh.com)**

**Selecting the FORGOT PASSWORD link on our homepage at [www.dandh.com](http://www.dandh.com) can retrieve a misplaced password**

**Fax completed requests to: 717-255-7851 or**

**mail to: D&H Distributing 2525 N. 7<sup>th</sup> Street Harrisburg, PA 17110 Attention: Web Password Admin**