

Capital Gazette Communications - 2000 Capital Dr Annapolis MD 21401

Annapolis - 410-268-5000

Fax 410-268-4643

Email csim@capgaz.com

Customer Credit/Billing Information

Business name: _____		Contact name: _____	
_____	_____	_____	_____
Street	City	State	Zip Code
Telephone # _____	Fax# _____	E-Mail address _____	
Years established: _____		Agency? Yes No	
Est. Cost of Monthly Adv Schedule:\$ _____		Credit Requested:\$ _____	
Billing Address (If different from above): _____			
_____	_____	_____	_____
Street	City	State	Zip Code
Telephone # _____	E-Mail address _____		

Business Information:	Corporation _____	Partnership _____	Sole Owner _____	LLC _____
Principal: _____	_____	_____	_____	_____
Name	Title	Home Address		
Principal: _____	_____	_____	_____	_____
Name	Title	Home Address		
Dunn & Bradstreet #: _____	Federal ID# _____			
Former Billing Address (If applicable above): _____				
Have you or your business ever filed for bankruptcy? Yes _____ No _____ If yes, when? _____				

Company Contact Information			
Sales/Marketing contact: _____		_____	
Name	_____		Telephone
Address: _____			
Street	City	State	Zip Code
E-mail address: _____			
A/P contact: _____			
Name	Title	Telephone	Fax
Address: _____			
Street	City	State	Zip Code
E-mail address: _____			

Media References: (TV, radio, newsprint - 3 preferred, 2 minimum without personal guarantee)

1.	Name	Address	State	Telephone	Account #
2.	Name	Address	State	Telephone	Account #
3.	Name	Address	State	Telephone	Account #

NEW BUSINESS WITH NO MEDIA REFERENCES MUST COMPLETE PERSONAL GUARANTEE

Personal Guarantee

I, the undersigned, do personally guarantee payment for advertising and any other cost charged to the above-mentioned individual(s) or entity by the Capital Gazette Communications.

Guarantor's name: _____ Guarantor's Social Security #: _____ - _____ - _____
Print

Address: _____ Home Phone #: _____
Street City State Zip Code

Date: _____ Signed: _____

CREDIT AND PAYMENT TERMS

- Advertising space purchased must be paid for prior to the publication deadline unless credit approval has been established by the advertiser with Capital Gazette Communications Credit Department. If credit has been established between the advertiser and Capital Gazette, payment is due 15 days after the invoice date.
- The advertiser and/or agency shall be jointly and severally liable to Capital Gazette Communications for payment. Cash discounts are not available. The advertiser and/or agency agree to pay interest and/or late fees when applicable. Should the account of the advertiser and/or agency be turned over to a third-party collector, the advertiser and/or agency will be responsible for all third party collection fees and/or reasonable attorney fees.
- All advertising must be paid for in U.S. dollars. Credit cards are an acceptable form of payment for advertising prior to the provision of services or for the payment of current balances. The Capital Gazette credit manager must approve credit card payments in excess of \$5,000. The Capital Gazette accepts Visa, Master Card, American Express and Discover credit cards.
- All political advertising must be paid for in advance of publication.

Signature: _____ Date: _____

The applicant represents that all information provided, to the best of the applicant's knowledge, is accordant and authorizes Capital Gazette Communications to verify information by use of credit reporting agencies and/or references listed. The applicant's signature attests financial responsibility, ability and willingness to pay Capital Gazette's invoices in accordance with the Capital Gazette Communication's policy.

FOR OFFICE USE ONLY

Sales Department

Sales Rep: _____ Contract Commitment _____

Retail _____ Classified _____ Date _____ Industry Type: _____

Date of First Ad: _____ Cost of First Ad: _____

Remarks: _____

CREDIT DEPARTMENT

Date received: _____ Credit Rep: _____

Approved credit limit/order: _____ Approved Credit Limit _____

Disapproved: _____

Reason: _____ Account #: _____