



# C R E D I T A P P L I C A T I O N

DGI-Invisu@ls, LLC  
73 Second Avenue  
Burlington, MA  
01803-4413  
800-344-0432  
Fax: 781-270-3663

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**To: Credit Manager**  
**Re: Credit Application Form**

We look forward to working with you and your company. With this packet is a credit application and reseller certificate in anticipation of your first job at DGI-Invisu@ls.

Please have your accounting department complete, sign and fax back the credit application and reseller certificate (if applicable) to DGI-Invisu@ls as soon as possible to facilitate your order. Fax to 781.270.3663. Be sure to include your company's legal name, Federal ID# and accurate address, phone number and fax number.

If you have a website where we can review your financial reports, please give us that web address also. If you have a preprinted form that includes all the information we are requesting, please fax that to us as well. Please be sure your trade references are vendors you are currently doing business with and be sure you have accurate phone and fax numbers.

To establish terms usually takes between 3-5 business days as we must verify references. So please be sure to complete and fax back this form as soon as possible as it will help us to expedite your credit application.

Thank you for your cooperation. If you have any questions regarding this form please contact me at 781.565.4215.

Best regards,

Marjory Simpson  
Office Manager/Benefits Coordinator

# DGIinvisuals

# CREDIT APPLICATION

DGI-Invisuals, LLC  
73 Second Avenue  
Burlington, MA  
01803-4413  
800-344-0432  
Fax: 781-270-3663

<b>Company Name</b>	<b>Attention:</b>
<b>Web Address:</b>	<b>Federal Tax ID #</b>
<b>Bill To Address:</b>	<b>Ship To Address:</b>
<b>Telephone:</b>	<b>Fax:</b>
<b>Number of Years in Business:</b>	<b>Credit Line Requested:</b>

## Tax Status

TAXABLE

TAX EXEMPT\*\*

**\*\*If you are Tax Exempt please return a copy of your Tax Exempt/Reseller Certificate. If you do not supply us with a Tax Exempt Certificate we will assume your company is taxable**

## Bank Reference

Name of Bank	Contact
Phone:	Fax:
Account Number:	

## Release of Information Authorization

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**I authorize you to provide DGI-Invisuals, LLC with credit reference information. Please contact me by phone or fax as indicated above if there are any questions. NOTE: To sign this you must be an authorized signer on your bank account.**

## Trade Reference

1

Company Name	Contact
Address:	
Phone:	Fax:

2

Company Name	Contact
Address:	
Phone:	Fax:

3

Company Name	Contact
Address:	
Phone:	Fax:



# Form ST-4 Sales Tax Resale Certificate

Name of purchaser \_\_\_\_\_ Social Security or Federal Identification number \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of business in which purchaser is engaged: \_\_\_\_\_

Type of tangible personal property or service being purchased (be as specific as possible): \_\_\_\_\_

Name of vendor from whom tangible personal property or services are being purchased: \_\_\_\_\_

DGI-Invisuals, LLC                      73 Second Avenue Burlington, MA 01803  
Address    City/Town    State    Zip

I hereby certify that I hold a valid Massachusetts Vendor's Registration, issued by the Commissioner of Revenue, pursuant to Massachusetts General Laws, Chapter 64H, section 7, and that I am in the business of selling the kind of tangible personal property or services being purchased under this certificate, and that I intend to sell such property or services in the regular course of my business.

**Signed under the penalties of perjury.**

Signature of purchaser \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Check applicable box:**  Single purchase certificate  Blanket certificate

**Notice to Vendors**

1. Massachusetts General Laws assume that all gross receipts of a vendor from the sale of tangible personal property and services are from sales subject to tax, unless the contrary is established. The burden of proving that a sale of tangible personal property or service by any vendor is not a retail sale is placed upon the vendor unless he/she accepts from the purchaser a certificate declaring that the property or service is purchased for resale.
2. A resale certificate relieves the vendor from the burden of proof only if it is taken in good faith from a purchaser who is engaged in the business of selling tangible property or services and who holds a valid Massachusetts sales tax registration.
3. The good faith of the vendor will be questioned if he/she has knowledge of facts which give rise to a reasonable inference that the purchaser does not intend to resell the property or services. For example, knowledge that a purchaser of particular merchandise is not engaged in the business of selling the kind of merchandise or service he/she is purchasing under this certificate would constitute grounds to question the good faith of the vendor.
4. The vendor must make sure that the certificate is filled out properly and signed before accepting it.
5. The vendor must retain this certificate as part of his/her permanent tax records.

If you have any questions about the acceptance or use of this certificate, please contact: **Massachusetts Department of Revenue, Customer Service Bureau, PO Box 7010, Boston, MA 02204, or call (617) 887-MDOR or toll-free, in-state 1-800-392-6089.**

**Notice to Purchasers**

1. This certificate is to be used when the purchaser intends to resell the tangible personal property or service in the regular course of business. Manufacturers claiming an exempt use of the materials, tools and fuel which will be used in the manufacture, processing or conversion of tangible personal property should use Form ST-12, Exempt Use Certificate. Tax-exempt organizations making purchases for other than resale are to use Form ST-5, Exempt Purchaser Certificate.
2. The purchaser must hold a valid Massachusetts vendor registration. If you need to apply for a registration, go to [www.mass.gov/dor](http://www.mass.gov/dor) and click on WebFile for Business to complete an online application for registration.
3. This certificate must be signed by and bear the name and address of the purchaser and his/her Federal Identification number. This certificate must also indicate the type of tangible personal property purchased and resold by the purchaser.
4. If a purchaser who gives a certificate makes any use of the property other than retention, demonstration or display while holding it for sale in the regular course of business, such property will be subject to the Massachusetts sales or use tax, as of the time the property is first used by him/her.
5. If you are engaged in a service activity, and are unsure as to the eligibility of the tangible personal property being purchased for resale, see the regulation on Service Enterprises, 830 CMR 64H.1.1.
6. For further information about the use of resale certificates, see the regulation on Resale and Exempt Use Certificates, 830 CMR 64H.8.1.

**Warning: Willful misuse of this certificate may result in criminal tax evasion sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.**

**This form is approved by the Commissioner of Revenue and may be reproduced.**