

## **Paper-Papers LLC Re-Seller Policies** (updated 3/11/08)

Thank you for your interest in applying for a re-seller discount.

This program is ONLY for qualified Companies who use our products to satisfy their customer's needs. (Example: print, retail store, design, convert –For the purpose of re-sale).

**NOTE: This program is not for the 'end-user'. *If you are looking for a large quantity of a specific item, please contact customer service for an individual quote, do not submit for a re-seller discount.***

All products\*\* sold at paper-papers.com will qualify for a minimum discount of 5% and discounts increase according to specific mill products (See wholesale discount grid) --(\*\*Clearance items will not receive additional discounts)

If you are having trouble downloading our Re-Seller Application, please contact customer service to request a Re-seller Application to be faxed to you. (Customer Service: 1-219-938-3333)

The following is a brief overview of the information you will need to establish a re-seller discount. In support of expediting the approval process please provide all the necessary information and signatures.

### **Paper-Papers LLC Requirements**

Re-seller applicants must submit the following information in addition to the application form:

1. A photocopy of your current business license or a state registration.
2. A photocopy of a letter or form showing your Federal Tax Identification Number, or you may provide a copy of a current W-9 form, or you may provide a copy of Schedule C from your previous year income tax return
3. A photocopy of your State Tax Resale Form with your State Tax Resale Number on the form. Please contact your state department of commerce or state department of business for this information.
4. If you conduct business in INDIANA please provide a copy your applicable tax exemption certificate.
5. A valid email address.
6. Your opening order totaling a minimum of \$350.00 (This opening order minimum waived if you are an existing customer)

\* Please write legibly and ensure that any faxed photocopies are clear and legible.

\* Please allow 5 business days for your application to be processed.

\* You will be notified by email when your account is approved.

\* Incomplete or illegible applications will not be processed.

\* If you have not been notified of your account status within 15 business days of submitting your application, please re-submit your complete and legible application.

For additional information on the application process, please contact Accounts payable at 219-938-3333.

Opening Orders: Your opening order must be a minimum of \$350.00 net.

Re-Orders: All re-orders are NOT subject to order minimums.

Annual Purchase Requirements: There is a \$3000 minimum per year. This is not a per order requirement, but a total for all orders placed during the year. Inactivity after 4 months or more will cause the 'wholesale' status of your account to expire.

Account Status & Review: The status of your account will be reviewed annually. In an effort to keep records accurate you may be asked periodically to provide updated information regarding the status of your business.

Authorized Buyers: Only authorized buyers are allowed to place orders. Accounts are limited to five (5) authorized buyers. Only the business owner (the name appearing on the account application) may change, add or remove an authorized buyer. All authorized buyers must be employees of the business/account.

Credit Cards: You must use your credit card to purchase products from Paper-Papers LLC. Please fill out the appropriate fields on the Re-Seller Application to indicate that you plan to use a credit card to pay for your purchases.

Web: Wholesale orders are no longer being accepted over the internet. In order to receive the wholesale discount you can phone, fax or email your orders.

Fax: Fax orders may be transmitted to 1-219-938-3385.

Phone: Phone orders may be transmitted to 1-219-938-3333 or 1-888-938-3033.

Email: All wholesale orders and questions can be forwarded to [renee@paper-papers.com](mailto:renee@paper-papers.com).

Order Modification: Once an order has been entered into the computer system by an order entry agent the order cannot be modified.

Claims & Returns: Claims must be submitted within 10 business days of receiving the merchandise. Please provide the invoice number when making a claim. There is a 15% restocking fee on all returned merchandise. All returns require a Return Merchandise Authorization (RMA) number. Please call Customer Service to make a claim or process a return.

Customer Service Hours: Paper-Papers LLC Customer Service hours of operation are 8:30 a.m. to 4:30 p.m. CST, Monday – Friday. PAPER-PAPERS is closed Saturdays, Sundays, and major holidays. The Paper-Papers LLC Customer Service department may be reached by phone at 1-219-938-3333 (1-888-938-3033) or by fax at 1-219-938-3385. You may also contact customer service through email at: [orders@paper-papers.com](mailto:orders@paper-papers.com).

Thank You  
The Paper-Papers Team

To complete the account application you will need to download the PDF file, fill it out, sign it, and then fax it to 1.219.938.3385

or mail it to

Paper-Papers LLC  
Re-seller Request  
6801 Melton Rd., Ste. C  
Gary, IN 46403