



**NEWS & RECORD**  
200 E. Market St.  
Greensboro, NC 27401

P. O. Box 20848  
Greensboro, NC 27420-0848

www.news-record.com  
Phone: 336.373.8002  
Fax: 336.412.5906

## CUSTOMER CREDIT/ BILLING INFORMATION FORM

Business name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Credit requested: \$ \_\_\_\_\_ Years established: \_\_\_\_\_ Agency? Yes  No

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 business address (if applicable): \_\_\_\_\_

Have you or your business ever filed for bankruptcy? No  Yes  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: \_\_\_\_\_ Cell phone(s): \_\_\_\_\_

**MEDIA REFERENCES:** (TV, radio, newspaper—3 preferred, 2 minimum without personal guarantee)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Acct. # \_\_\_\_\_

**NEW BUSINESSES WITH NO MEDIA REFERENCES MUST COMPLETE PERSONAL GUARANTEE**

**PERSONAL GUARANTEE**

I, the undersigned, do personally guarantee payment for advertising and any other costs charged to the above-mentioned individual(s) or entity by the News & Record.

Guarantor's name: \_\_\_\_\_

Guarantor's Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Print \_\_\_\_\_

Street

City

State Zip code

Home phone #: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**CREDIT AND PAYMENT TERMS**

1. Advertising space purchased must be paid for prior to the publication deadline unless credit approval has been established by the advertiser with the News & Record Credit Department. If credit has been established between the advertiser and the News & Record, payment is due 25 days after the invoice date.
2. Advertisers or agencies desiring to establish credit with the News & Record must request a credit application from the News & Record Credit Department. Application requests can be made by phone (336.373.8022), fax (336.412.5906) or mail (News & Record, 200 E. Market St., Greensboro, NC 27401).
3. The advertiser and/or agency agree to accept the News & Record's electronic tear-sheet as proof of publication and services rendered for all advertisements. The advertiser and/or agency shall be jointly and severally liable to the News & Record 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 collector fees and/or reasonable attorney fees.
4. 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 News & Record credit manager must approve credit card payments in excess of \$5,000. The News & Record accepts Visa, Master Card, American Express and Discover credit cards.
5. 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 accurate and authorizes the News & Record 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 the News & Record invoices in accordance with the News & Record policy.

**FOR OFFICE USE ONLY**

Sales Rep: \_\_\_\_\_ Rep #: \_\_\_\_\_ Sales team: \_\_\_\_\_

RETAIL  NATIONAL  CLASSIFIED  Date: \_\_\_\_\_ Industry type: \_\_\_\_\_

Application made by: Phone  In Person  Mail  Email  Spoke with: \_\_\_\_\_