



Specialty Chemicals  
P. O. Box 4910 / The Woodlands, Texas 77387-4910  
10001 Six Pines Dr., 3<sup>rd</sup> floor / The Woodlands, Texas 77380

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## NEW CUSTOMER PROFILE AND INFORMATION PACKET

Specialty Chemicals looks forward to supplying you with our products.

We request your assistance in furnishing information about your company and any applicable **tax exemptions**. This information is required to avoid delays in processing your orders. Forms included are:

- ❖ **CUSTOMER PROFILE** (must be completed before an order can be accepted)  
If you have special delivery or equipment needs please include this information.

### CREDIT APPLICATION

### MULTI-STATE TAX EXEMPTION CERTIFICATE (FOR STATE EXEMPTIONS)

If your company is exempt from State and County Sales and Use Tax, please supply a copy of your certificate.

### PURCHASE OF GASOLINE BLENDSTOCK (FOR FEDERAL EXEMPTIONS)

For use other than in the production of gasoline  
Form for the current year included

- ❖ **PLEASE NOTE THAT WE CANNOT PROCESS YOUR ORDER WITHOUT CHARGING TAX UNLESS THE NECESSARY TAX EXEMPTION FORMS HAVE BEEN SUBMITTED.**

### **Order Lead-Time Requirements:** (For products available in inventory at order placement time.)

Railcar – 5 Business Days  
Bulk Liquid Trucks – 3 Business Days  
Packaged TL/LTL – 3 Business Days

Thank you for assisting with this information. Please feel free to contact us if you have any questions.

Phone: 800-858-4327  
Fax: 888-324-6420  
Email: [sc@cpchem.com](mailto:sc@cpchem.com)

Sincerely,

Specialty Chemicals Customer Service



Specialty Chemicals  
 P. O. Box 4910 / The Woodlands, Texas 77387-4910  
 10001 Six Pines Dr., 3<sup>rd</sup> floor / The Woodlands, Texas 77380

**CHEVRON PHILLIPS CHEMICAL COMPANY CUSTOMER PROFILE**

**BILL TO INFORMATION**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, **County** \_\_\_\_\_

State, Zip \_\_\_\_\_

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

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

We have the ability to send you Invoices electronically. Please select one of the boxes below to indicate which method of receipt you prefer:  Fax  Email

Special Requirements \_\_\_\_\_

**SHIP TO INFORMATION** (if Ship-to company name is different from Sold-to company name, please list as "SOLD TO COMPANY NAME C/O SHIP TO COMPANY NAME")

Sold To Company Name \_\_\_\_\_

Ship To Company Name c/o \_\_\_\_\_  
 (if different from Sold To)

Address \_\_\_\_\_

City, **County** \_\_\_\_\_

State, Zip \_\_\_\_\_

Business located within city limits?  Yes  No

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

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

We have the ability to send you Order Acknowledgements, Certificate of Analysis & Bill of Lading documents electronically. Please select one of the boxes below to indicate which method of receipt you prefer:  
 Fax # / Email Address

Order Acknowledgement  Fax  Email  
 Certificate of Analysis  Fax  Email  
 Bill of Lading  Fax  Email

**SOLD TO INFORMATION** (if different from "Bill to")

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, **County** \_\_\_\_\_

State, Zip \_\_\_\_\_

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

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

**Chevron Phillips Customer Account Coordinator and Sales Person (if known)**

Would you like to be able to track your orders, place orders and obtain account information online, any time, day or night?

Visit our eService Center to find out more and register online.  
<https://www.cpchem.com/eservice/login.asp>

**Product(s) to be ordered**

**TAXES**

Federal Exempt  Yes  No

State Exempt  Yes  No

Chevron Phillips Chemical Company, LP

**SPECIALTY CHEMICALS**

Phone: 1-800-858-4327  
 Fax: 1-888-324-6420

Federal Tax I.D. # 73-1587712  
 ISO Certified 9001-2000



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**NOTE: IF YOU ARE TAX EXEMPT, ATTACH A COPY OF EXEMPTION CERTIFICATE!**

DATE \_\_\_\_\_  
 CREDIT LIMIT NEEDED \_\_\_\_\_

**CREDIT APPLICATION**  
**FOR PRODUCT INDICATED BELOW**  
 Product: \_\_\_\_\_

<input type="checkbox"/> CORPORATION		<input type="checkbox"/> PARTNERSHIP		<input type="checkbox"/> INDIVIDUAL		<input type="checkbox"/> LLC		STATE OF INCORPORATION		YEAR	
NAME				FAX		PHONE					
BILLING ADDRESS				CITY		STATE		ZIP CODE			
CONTACT PERSON FOR PAYMENTS				FAX		PHONE					
SHIPPING ADDRESS				CITY		STATE		ZIP CODE			
PURCHASE ORDER REQUIRED? YES NO				FEDERAL ID NO.							
PURCHASE TAXABLE? YES NO (If tax exempt – attach a copy of certificate.)				DUN & BRADSTREET NO.							
OFFICER OR PARTNER				TITLE		SSN					
OFFICER OR PARTNER				TITLE		SSN					

**BANK REFERENCES**

BANK		FAX		PHONE	
BANK OFFICER		CHECKING ACCOUNT NO.		LOANS?	

**TRADE REFERENCES**

NAME		CONTACT		FAX		PHONE	
ADDRESS		CITY		STATE		ZIP CODE	
NAME		CONTACT		FAX		PHONE	
ADDRESS		CITY		STATE		ZIP CODE	
NAME		CONTACT		FAX		PHONE	
ADDRESS		CITY		STATE		ZIP CODE	
NAME		CONTACT		FAX		PHONE	
ADDRESS		CITY		STATE		ZIP CODE	

We do hereby grant Chevron Phillips Chemical Company LP permission to conduct inquiries to assess the credit worthiness of our firm. In the event CPC does extend credit to us, we agree to payment in full for all goods and services received in accordance with the terms and conditions included with this form. By signing below I acknowledge that our company is solvent and will pay promptly.

Signature of Authorized Officer/Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please fax this signed application to Chevron Phillips Chemical Company LP at (832) 813-4525. Mail original application and audited financial statements to: Credit Dept. 10001 Six Pines Drive, The Woodlands, TX 77380.

<b>FOR OFFICE USE ONLY</b>		ACCOUNT NO.	SALESPERSON	DATE
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**Chevron Phillips Chemical Company, LP**

**SPECIALTY CHEMICALS**

Phone: 1-800-858-4327  
 Fax: 1-888-324-6420

Federal Tax I.D. # 73-1587712  
 ISO Certified 9001-2000



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## TERMS AND CONDITIONS OF SALE

1. Purchaser acknowledges that by purchasing any goods or services from Chevron Phillips Chemical Company LP "Seller" subsequent to the submission of this application, Purchaser shall be deemed to have accepted the following terms and conditions. However, Seller shall have no obligation whatsoever to make any sale to Purchaser or to extend credit to Purchaser.
2. All sales shall be governed by and construed for all purposes, including, without limitation, Seller's obligations or liabilities respecting its products, according to the laws of the State of Texas.
3. Seller shall not be liable for delays or defaults, nor the direct or indirect, consequential, incidental or special damages resulting therefrom, due to war, labor dispute, accident, fire, flood, government action, or any other cause beyond Seller's reasonable control. In such event, Seller may apportion such goods among its customers, as it may consider equitable in its sole discretion.
4. Terms of payment are Net 30 days unless otherwise agreed upon in writing in a sales contract and so noted on each invoice. Terms shall be effective from the date of invoice. An interest charge at the lower of 1% per month or the highest permissible rate allowed by law "may be" assessed by Seller on any invoiced amount not paid within the terms of each invoice. Seller shall be entitled to recover from Purchaser all fees, expenses and costs, including but not limited to attorneys' fees, related to collecting any amounts due to Seller.
5. Unless otherwise agreed upon by the parties, delivery will be made F.O.B. point of shipment and risk of loss shall pass to Purchaser upon delivery to carrier, without regard to which party pays shipping cost.
6. Seller's liability and Purchaser's exclusive remedy, whether under this agreement, or any other contract between Seller and Purchaser, under strict liability, for Seller's negligence, or otherwise, is limited to replacement, or repair of the defective part or return of the purchase price, at Seller's option. **IN NO EVENT, SHALL SELLER BE RESPONSIBLE FOR ANY INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES.** Prompt written notice of any claim or defect must be made to the Seller.
7. Purchases may not be returned without Seller's prior written consent. Restocking charges may be assessed at the sole discretion of Seller.
8. Purchaser agrees that any credit balances issued will be processed and used within one (1) year of its issuance. **IF NOT PROCESSED OR REQUESTED WITHIN ONE (1) YEAR, ANY BALANCE REMAINING WILL BE SUBJECT TO CANCELLATION, AND CHEVRON PHILLIPS SHALL HAVE NO FURTHER LIABILITY.**
9. No order shall be subject to cancellation or modification without prior written consent of the Seller.
10. Purchaser is responsible for any taxes, charges or other fees presently or subsequently imposed by any law, order, regulation or ordinance of the Federal, State or Municipal governments for production, sale, use, transportation, delivery or servicing of the products sold hereby.
11. Seller assumes no responsibility if the manufacture and sale of goods specified by Purchaser are an infringement of patent rights of other persons, except as to goods solely manufactured by Seller.
12. To the best of Seller's knowledge, goods sold under this agreement have been produced and distributed in compliance with applicable law including the requirements of the Fair Labor Standards Act of 1938, as amended.
13. Stenographic or clerical errors are subject to correction.
14. The terms and conditions stated herein are the final expression of the agreement between Seller and Purchaser and are a complete and exhaustive statement of terms and conditions of such agreement. Seller hereby objects to and rejects any and all additional or different terms proposed by Purchaser, whether contained in Purchaser's purchasing or shipping release forms, or elsewhere.

Form A135 - 2/3/05



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## UNIFORM SALES & USE TAX CERTIFICATE MULTIJURISDICTION

The below-listed states have indicated that this form of certificate is acceptable, subject to the notes on pages 5 - 7. The issuer and the recipient have the responsibility of determining the proper use of this certificate under applicable laws in each state, as these may change from time to time.

Issued to Seller: **Chevron Phillips Chemical Company LP**  
 Address: **10001 Six Pines Drive, The Woodlands Texas 77380**

**Please Fax To: (888) 324-6420**

**I certify that:**

Name of Firm (Buyer): \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

**is engaged as a registered**

- Wholesaler
- Retailer
- Manufacturer
- Seller (California)
- Lessor (see notes on pages 5-7)
- Other (Specify) \_\_\_\_\_

and 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, manufacturing, leasing (renting) the following:

Description of Business: \_\_\_\_\_  
 General description of tangible property or taxable services to be purchased from the seller: \_\_\_\_\_

State	State Registration, Seller's Permit, or ID Number of Purchaser	State	State Registration, Seller's Permit, or ID Number of Purchaser
AL		MO	
AR		NE	
AZ		NV	
CA		NJ	
CO		NM	
CT		NC	
DC		ND	
FL		OH	
GA		OK	
HI		PA	
ID		RI	
IL		SC	
IA		SD	
KS		TN	
KY		TX	
ME		UT	
MD		VT	
MI		WA	
MN		WI	

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

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

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



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## INSTRUCTIONS REGARDING UNIFORM SALES & USE TAX CERTIFICATE

### To Seller's Customers:

In order to comply with the majority of state and local sales tax law requirements, the seller must have in its files a properly executed exemption certificate from all of its customers who claim a sales tax exemption. If the seller does not have this certificate, it is obliged to collect the tax for the state in which the property or service is delivered.

If the buyer is entitled to sales tax exemption, the buyer should complete the certificate and send it to the seller at its earliest convenience. If the buyer purchases tax free for a reason for which this form does not provide, the buyer should send the seller its special certificate or statement.

### Caution to Seller:

In order for the certificate to be accepted in good faith by the seller, seller must exercise care that the property or service being sold is of a type normally sold wholesale, resold, leased, rented or incorporated as an ingredient or component part of a product manufactured by buyer and then resold in the usual course of its business. A seller failing to exercise due care could be held liable for the sales tax due in some states or cities. Misuse of this certificate by seller, lesser, buyer, lessee, or the representative thereof may be punishable by fine, imprisonment or loss of right to issue certificate in some states or cities.

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### Notes:

- 1 The states of Colorado, Hawaii, Illinois, and New Mexico do not permit the use of this certificate to claim a resale exemption for the purchase of a taxable service for resale.
- 2 Alabama: Each retailer shall be responsible for determining the validity of a purchaser's claim for exemption.
- 3 California:
  - A. This certificate is not valid as an exemption certificate. Its use is limited to use as a resale certificate subject to the provisions of Title 18, California Code of Regulations, Section 1668 (Sales and Use Tax Regulation 1668, Resale Certificates).
  - B. By use of this certificate, the purchaser certifies that the property is purchased for resale in the regular course of business in the form of tangible personal property, which includes property incorporated as an ingredient or component part of an item manufactured for resale in the regular course of business.
  - C. When the applicable tax would be sales tax, it is the seller who owes that tax unless the seller takes a timely and valid resale certificate in good faith.
  - D. A valid resale certificate is effective until the issuer revokes the certificate.
- 4 Connecticut: This certificate is not valid as an exemption certificate. Its use is limited to use as a resale certificate subject to Conn. Gen. Stat. §§12-410(5) and 12-411(14) and any regulations and administrative pronouncements pertaining to resale certificates.
- 5 District of Columbia: This certificate is not valid as an exemption certificate. It is not valid as a resale certificate unless it contains the purchaser's D.C. sales and use tax registration number.
- 6 Georgia: The purchaser's state of registration number will be accepted in lieu of Georgia's registration number when the purchaser is located outside Georgia, does not have nexus with Georgia, and the tangible personal property is delivered by drop shipment to the purchaser's customer located in Georgia.
- 7 Hawaii allows this certificate to be used to claim a lower general excise tax rate rather than an exemption. If the lower rate does not in fact apply to the sale, the purchaser is liable to pay the seller the additional tax imposed. See Hawaii Dept. of Taxation Tax Information Release No. 93-5, November 10, 1993.
- 8 Use of this certificate in Illinois is subject to the provisions of 86 Ill. Adm. Code Ch. I, Sec. 130.1405. Illinois does not have an exemption on sales of property for subsequent lease or rental, nor does the use of this certificate for claiming resale purchases of services have any application in Illinois.  
(Continued next page)



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The registration number to be supplied next to Illinois on page 1 of this certificate must be the Illinois registration or resale number; no other state's registration number is acceptable.

"Good faith" is not the standard of care to be exercised by a retailer in Illinois. A retailer in Illinois is not required to determine if the purchaser actually intends to resell the item. Instead, a retailer must confirm that the purchaser has a valid registration or resale number at the time of purchase. If a purchaser fails to provide a certificate of resale at the time of sale in Illinois, the seller must charge the purchaser tax.

While there is no statutory requirement that blanket certificates of resale be renewed at certain intervals, blanket certificates should be updated periodically, and no less frequently than every three years.

- 9 Maine does not have an exemption on sales of property for subsequent lease or rental.
- 10 Maryland: This certificate is not valid as an exemption certificate. However, vendors may accept resale certificates that bear the exemption number issued to a religious organization. Exemption certifications issued to religious organizations consist of 8 digits, the first two of which are always "29".
- 11 Michigan: Effective for a period of three years unless a lesser period is mutually agreed to and stated on this certificate. Covers all exempt transfers when accepted by the seller in "good faith" as defined by Michigan statute.
- 12 Minnesota:       A.       Does not allow a resale exemption for purchases of taxable services for resale in most situations.  
                      B.       Allows an exemption for items used only once during production and not used again.
- 13 Missouri:        A.       Purchasers who improperly purchase property or services sales tax free using this certificate may be required to pay the tax, interest, additions to tax or penalty.  
                      B.       Even if property is delivered outside Missouri, facts and circumstances may subject it to Missouri tax contrary to the second sentence of the first paragraph of the above instructions.
- 14 Nebraska:        A blanket certificate is valid 3 years from the date of issuance.
- 15 New Mexico: For transactions occurring on or after July 1, 1998, New Mexico will accept this certificate in lieu of a New Mexico nontaxable transaction certificate and as evidence of the deductibility of a sale of tangible personal property provided:
- a) this certificate was not issued by the State of New Mexico;
  - b) the buyer is not required to be registered in New Mexico; and
  - c) the buyer is purchasing tangible personal property for resale or incorporation as an ingredient or component part into a manufactured product.
- 16 Oklahoma would allow this certificate in lieu of a copy of the purchaser's sales tax permit as one of the elements of "properly completed documentation" which is one of the three requirements, which must be met prior to the vendor being relieved of liability. The other two requirements are that the vendor must have the certificate in his possession at the time the sale is made and must accept the documentation in good faith. The specific documentation required under OAC 710:65-7-6 is:
- A) Sales tax permit information may consist of:
    - (i) A copy of the purchaser's sales tax permit; or
    - (ii) In lieu of a copy of the permit, obtain the following:
      - (I) Sales tax permit number; and
      - (II) The name and address of the purchaser;
  - B) A statement that the purchaser is engaged in the business of reselling the articles purchased;
  - C) A statement that the articles purchased are purchased for resale;
  - D) The signature of the purchaser or a person authorized to legally bind the purchaser; and
  - E) Certification on the face of the invoice, bill or sales slip or on separate letter that said purchaser is engaged in reselling the articles purchased.

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Absent strict compliance with these requirements, Oklahoma holds a seller liable for sales tax due on sales where the claimed exemption is found to be invalid, for whatever reason, unless the Tax Commission determines that purchaser should be pursued for collection of the tax resulting from improper presentation of a certificate.

- 17 Rhode Island allows this certificate to be used to claim a resale exemption only when the item will be resold in the same form. They do not permit this certificate to be used to claim any other type of exemption.
- 18 South Dakota: Services that are purchased by a service provider and delivered to a current customer in conjunction with the services contracted to be provided to the customer are considered to be for resale. Receipts from the sale of a service for resale by the purchaser are not subject to sales tax if the purchaser furnishes a resale certificate, which the seller accepts in good faith. In order for the transaction to be a sale for resale, the following conditions must be present:
- (1) The service is purchased for or on behalf of a current customer;
  - (2) The purchaser of the service does not use the service in any manner; and
  - (3) The service is delivered or resold to the customer without any alteration or change.
- 19 Texas: Items purchased for resale must be for resale within the geographical limits of the United States, its territories and possessions.
- 20 Washington:
- A. Blanket resale certificates must be renewed at intervals not to exceed four years;
  - B. This certificate may be used to document exempt sales of "chemicals to be used in processing an article to be produced for sale."
  - C. Buyer acknowledges that the misuse of the resale privilege claimed on the certificate is subject to the legally prescribed penalty of fifty percent of the tax due, in addition to the tax, interest, and any other penalties imposed by law.
- 21 Wisconsin allows this certificate to be used to claim a resale exemption only. It does not permit this certificate to be used to claim any other type of exemption.
22. Arizona: This certificate is not valid as an exemption certificate. This certificate is for use when making sales of tangible personal property for resale in the ordinary course of business, pursuant to A.R.S. §42-1328, Burden of proving sale not at retail.
23. Florida: This certificate is not valid as an exemption certificate. It is valid as a resale certificate only if it contains the purchaser's Florida sales and use tax registration number. A purchaser cannot extend this certificate to sellers for transactions occurring prior to the date of the purchaser's registration in Florida. The effective date of the purchaser's registration in Florida must be noted on the face of the certificate.
24. Kentucky:
1. Kentucky does not permit the use of this certificate to claim a resale exclusion for the purchase of a taxable service.
  2. This certificate is not valid as an exemption certificate. Its use is limited to use as a resale certificate subject to the provisions of Kentucky Revised Statute 139.270 (Good Faith).
  3. The use of this certificate by the purchaser constitutes the issuance of a blanket certificate in accordance with Kentucky Administrative Regulation 103 KAR 31:111.
25. North Carolina: This Certificate is not valid as an exemption certificate or if signed by a person such as a contractor who intends to use the property. Its use is subject to G.S. 105-164.28 and any administrative rules or directives pertaining to resale certificates.
26. Ohio:
- A. The buyer must specify which one of the reasons for exemption on the certificate applies. This may be done by circling or underlining the appropriate reason or writing it on the form above the state registration section. Failure to specify the exemption reason will, on audit, result in disallowance of the certificate.
  - B. In order to be valid, the buyer must sign and deliver the certificate to the seller before or during the period for filing the return.
27. Pennsylvania: This certificate is not valid an exemption certificate. It is valid as a resale certificate only if it contains the purchaser's Pennsylvania Sales and Use Tax eight-digit license number, subject to the provisions of 61 PA Code §32.3.

**CERTIFICATE OF PERSON BUYING GASOLINE BLENDSTOCKS FOR USE OTHER THAN IN THE PRODUCTION OF FINISHED GASOLINE**

(To support tax-free sales (other than LUST) under section 4081 of the Internal Revenue Code.)

**SELLER: CHEVRON PHILLIPS CHEMICAL COMPANY LP**  
**ADDRESS: 10001 Six Pines Drive, Suite 7113B**  
**The Woodlands TX 77380**  
**FEIN: 73-1587712**

The undersigned buyer ("Buyer") hereby certifies the following under penalties of perjury:

The gasoline blendstocks to which this certificate relates will not be used to produce finished gasoline.

This certificate applies to the following (complete as applicable):

If this is a single purchase certificate, check here \_\_\_\_\_ and enter:

- 1. Invoice or delivery ticket number \_\_\_\_\_
- 2. \_\_\_\_\_ (number of gallons) \_\_\_\_\_ of (type of gasoline blendstocks)

If this is a certificate covering all purchases under a specified account or order number, check here \_\_\_\_\_ and enter:

- 1. Effective date: **January 1, 2009**
- 2. Expiration date **December 31, 2009** (period not to exceed 1 year after the effective date)
- 3. Type (or types) of gasoline blendstocks \_\_\_\_\_
- 4. Buyer's account or order number \_\_\_\_\_

Buyer will not claim a credit or refund under section 6427(h) of the Internal Revenue Code for any gasoline blendstocks covered by this certificate.

Buyer will provide a new certificate to the seller if any information in this certificate changes.

If Buyer resells the gasoline blendstocks to which this certificate relates, Buyer will be liable for tax unless Buyer obtains a certificate from the purchaser stating that the gasoline blendstocks will not be used to produce finished gasoline and otherwise complies with the conditions of §48.4081-4(b)(3) of the Manufacturers and Retailers Excise Tax Regulations.

Buyer understands that if Buyer violates the terms of this certificate, the Internal Revenue Service may withdraw Buyer's right to provide a certificate.

Buyer has not been notified by the Internal Revenue Service that its right to provide a certificate has been withdrawn. In addition, the Internal Revenue Service has not notified Buyer that the right to provide a certificate has been withdrawn from a purchaser to which Buyer sells gasoline blendstocks tax-free.

Buyer understands that the fraudulent use of this certificate may subject Buyer and all parties making such fraudulent use of this certificate to a fine or imprisonment, or both, together with the costs of prosecution.

\_\_\_\_\_  
Signature and date signed

\_\_\_\_\_  
Printed or typed name of person signing

\_\_\_\_\_  
Title of person signing

\_\_\_\_\_  
Name of Purchasing Company

\_\_\_\_\_  
Employer Identification Number

\_\_\_\_\_  
Address of Purchasing Company

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

Fax: \_\_\_\_\_