

Partitions & Accessories Co.®

Division of L. R. Borelli, Inc.

1220 South Pasadena
Mesa, AZ 85210
480-969-6606



Sales, Service and Installation of
Commercial and Residential Specialties

Commercial
Sales Fax 480-969-0459
Fax 480-833-5524
ROC# L-05 069496
paracc@partitionsco.com

Residential
Fax 480-833-7162
ROC# C-5 68156
resi@partitionsco.com

Dear Customer:

Thank you for your interest in our company; we have over 30 years of experience serving customers for their building specialties needs. We would be pleased to become your vendor of choice.

Included is a credit application form and tax exempt forms. Please complete and return the appropriate forms as soon as possible. Be sure to fill out each form **completely**. **Include your bank account number and four (4) trade credit references**, and please be sure to **sign the application** giving us the authorization to contact your creditors.

If you should have any questions in reference to your application, please call our office and ask to speak with **Erica Tribble or Sam Burgess**
480-969-6606
480-833-5542 (fax)
sam@partitionsco.com (email)

Thank you and we look forward to working with you.

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Date

Business Legal Name

Phone

Street Address

Mailing Address

Please Indicate Corporation Partnership Individual Federal I.D. Tax# _____

Years in Business

Years in Present Location

State Resale #

Est. monthly credit requirement

Contractors License #

Qualifying Party

Contact for Accounts Payable

P.O. Required?

Principals Name

Title

Home Address

Phone

BANK REFERENCES

Bank #1

Bank#2

Address

Address

Phone

Phone

Fax

Fax

Email

Email

Person to Contact

Person to Contact

Account #

Account #

CREDIT REFERENCES

Supplier #1

Supplier #2

Address

Address

Phone

Fax

Phone

Fax

Email

Email

Supplier #3

Supplier #4

Address

Address

Phone

Fax

Phone

Fax

Email

Email



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The above information is submitted by the undersigned for the purpose of obtaining credit. The undersigned represents and warrants said information to be true and correct and a complete statement of its financial condition. The undersigned hereby authorizes L. R. Borelli Inc. d.b.a. Partitions & Accessories Company, to make such inquiries as are necessary to obtain credit and authorizes the banks of record to release information regarding my accounts. The undersigned agrees to pay all invoices within the prescribed terms extended by L. R. Borelli Inc. d.b.a. Partitions & Accessories Company. Late Payment charges of 2% per month are assessed on all balances which become 30 days or more past due. The undersigned agrees to pay such last payment charges on any amounts not paid within these terms of sale. In the event legal action is instituted to enforce collection, the undersigned agrees to pay reasonable attorney's fees and other costs incurred for such legal action. The undersigned represents to have authority to supply this information and to seek credit on behalf of the applicant if a corporation.

Authorized Signature

Title

Date

Special Instructions

CREDIT AGREEMENT

In consideration of advances, and/or extensions of credit for merchandise sold and delivered to the Applicant above named by L. R. Borelli, Inc. d.b.a. Partitions & Accessories Company, hereinafter called Partitions & Accessories Company, and as an inducement to make such advances and/or sale and deliveries, the undersigned, jointly and severally unconditionally guarantee the payment of any and all sums of money as are now, or at any time hereafter may be owing the Partitions & Accessories Company by said applicant, on account of such advances and/or sales and deliveries, in accordance with the terms, conditions, and agreements contained in this Application, together with such costs and expenses, including reasonable attorney's fees, as may be incurred by Partitions & Accessories Company in the enforcement of this Guaranty, whether or not suit is commenced. The undersigned hereby waives notice of acceptance hereof, amount of advances and/or sales and deliveries, terms of credit, date of shipment or delivery, extensions of time of payment and/or default in payment, and further waive legal proceedings by Partitions & Accessories Company against said Applicant.

This is intended to be and is a continuing credit arrangement and shall not be revoked except by written notice to Partitions & Accessories Company not to make any further advances and/or sales and deliveries on the security of the Guaranty and until the expiration of five (5) days after such notice shall have been received by Partitions & Accessories Company by registered mail, return receipt requested. Any such revocation shall be effective only with respect to advances made and/or merchandise shipped or delivered after the expiration of said five-day period, and shall not affect, in any respect, liability incurred by the undersigned prior to that time.

Authorized Signature

Title

Date



**Arizona Department of Revenue
Prime Contractor's Certificate**

**ARIZONA FORM
5005**

The purpose of this form is to provide a subcontractor with the validation required for tax exemption of a particular project, for a period of time, or until revoked. This certificate establishes responsibility for the transaction privilege tax; therefore, it must be completed by the prime contractor assuming the contracting transaction privilege tax liability for the contracting project(s). The asterisked (*) items must be completed, otherwise the certificate is not valid. The Department may disregard this certificate pursuant to ARS § 42-5075.E if the certificate is incomplete or erroneous. If disregarded, the entity accepting the certificate (subcontractor) will have the burden of proving (pursuant to ARS § 42-5075.D), that it is not subject to transaction privilege tax as a taxable prime contractor.

A. Prime Contractor	
* NAME:	* TRANSACTION PRIVILEGE LICENSE #:
* ADDRESS:	
	AZ Contractor License #:
	Telephone #:

B. Subcontractor	
* NAME: Partitions and Accessories Co.	* TRANSACTION PRIVILEGE LICENSE #: 07-370669-X
* ADDRESS: 1220 S. Pasadena Mesa, AZ 85210	
	AZ Contractor License #: ROC069496/ROC068156
	Telephone #: 480-969-6606

C. Type of Certificate (check one and provide requested information)	
<input type="checkbox"/> Single Project Certificate PROJECT DESCRIPTION <hr/> <hr/> <hr/> <hr/> ** (For example: Building Permit #, Address, Subdivision, Book/Map/Parcel #s, and/or Legal Description)	OR
<input type="checkbox"/> Blanket Certificate (check applicable box and fill in requested information). <input type="checkbox"/> Period From: _____ Through: _____ <input type="checkbox"/> Until revoked <input type="checkbox"/> Specific Exceptions: _____ _____	

I hereby certify that I have authority to sign this Certificate on behalf of Prime Contractor. I understand that by executing this Certificate, Prime Contractor is assuming the prime contracting transaction privilege tax liability applicable to the above referenced project(s).

SIGNATURE

PRINT NAME

TITLE

DATE SIGNED

Prime Contractor's Certificate Instructions

PURPOSE

Arizona statutes impose transaction privilege tax on entities engaged in the business of prime contracting. If an entity meets the definition of the term "contractor" on a given project, that entity is liable for transaction privilege tax as a prime contractor or has the burden of proving that it is not the prime contractor for that contracting project. Obtaining a completed Arizona Department of Revenue Prime Contractor's Certificate satisfies that burden of proof. However, the Department of Revenue has the discretion to disregard the Certificate if it is incomplete or erroneous.

GENERAL INSTRUCTIONS

In order to ensure the effectiveness of the Certificate, all required fields must be completed.

- A. The "NAME", "ADDRESS", and TRANSACTION PRIVILEGE LICENSE #" fields of the Prime Contractor section must be completed. The prime contractor is the entity responsible for the tax.
- B. The "NAME", and "ADDRESS", fields of the Subcontractor section must be complete.
- C. Either the "Single Project Certificate" box or the "Blanket Certificate" box of the Type of Certificate section must be checked.
 - If the Single Project Certificate box is checked, the "PROJECT DESCRIPTION" must be supplied. The project description must be sufficient to identify the location of the single project or the Certificate will be deemed incomplete by the Department of Revenue.
 - If the Blanket Certificate box is checked, either the "From: Through:" box or the "Until revoked" box must be checked. If the "From: Through:" box is checked, the "From: Through:" dates must be provided. The "Specific Exceptions" box is optional and allows the "Prime Contractor" to exclude Specific projects or time periods from the Blanket Certificate. If the "Specific Exceptions" is checked, details describing the excluded project(s) or the excluded time periods must be provided.
 - The "SIGNATURE" "TITLE", "PRINT NAME" and "DATE SIGNED" FIELDS of the Signature section must be completed.

Failure to complete these fields as specified may result in the Arizona Department of Revenue disregarding the incomplete Certificate.

RETROACTIVE EFFECT

If a Certificate is signed subsequent to the commencement or completion of a contracting project intended to be within the scope of the Certificate, the Department of Revenue will give retroactive effect to the Certificate for the intended project. However, *the Certificate will only be given retroactive effect for periods within 4 years of the execution date of the Certificate.* In the event that the "Blanket Certificate" box is checked and the "Until revoked" option is selected thereunder, in order to give a Certificate retroactive effect, the "Prime Contractor" must indicate, next to the "Until revoked" box, the effective date of the Blanket Certificate.

ASSUMPTION OF LIABILITY

In most instances, the entity assuming the prime contracting transaction privilege tax liability for the contracting project(s) referenced in the Certificate will legally be the prime contractor for such project(s). However, in some instances such entity may not legally be the prime contractor for such project(s). If an entity is NOT LEGALLY the prime contractor for such project(s), the Certificate will nevertheless be effective and will subject such entity to the transaction privilege tax liability of the entity shown as the "Subcontractor" on the Certificate if such "Subcontractor" IS LEGALLY the prime contractor.



Arizona Department of Revenue

Transaction Privilege Tax Exemption Certificate

ARIZONA FORM
5000

This form replaces earlier forms: 5000, 5001, 5002.

This exemption Certificate is prescribed by the Department of Revenue pursuant to ARS § 42-5009. The purpose of the certificate is to document tax-exempt transactions with qualified purchasers. It is to be filled out completely by the purchaser and furnished to the vendor. The vendor shall retain this Certificate for single transactions or for specified periods as indicated below. Incomplete Certificates are not considered to be accepted in good faith. Only one form of exemption can be claimed on a certificate.

Purchaser's Name and Address <hr/> <hr/> <hr/> Vendor's Name _____	Check Applicable Box: <input type="checkbox"/> Single Transaction Certificate <input type="checkbox"/> Period From: _____ Through: _____ <i>(You must choose specific dates for which certificate will be valid)</i>
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Choose one transaction type per Certificate

<input type="checkbox"/> Transactions with a Business (Please check appropriate item from numbers 1 - 19) Arizona Transaction Privilege Tax License Number _____ SSN / EIN _____ Other Tax License Number _____ Tax number for another tax agency _____ If no license number, provide reason: _____ Precise Nature of Purchaser's Business _____	<input type="checkbox"/> Transactions with Native Americans & Native American Businesses (Please check item number 24 or 24a) Tribal Business License # _____ OR Tribal ID# _____ Name of Tribe _____ <input type="checkbox"/> Transactions with a Government entity or certain Health Care Institutions (Please check appropriate item from numbers 1 - 23)	<input type="checkbox"/> Transactions with nonresidents (Please check appropriate item from numbers 25 - 26) State of residence _____ Driver's License# _____ Driver's License State _____ SSN/ID _____ 30 day Drive out permit # _____
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Reason for Exemption - check as applicable

- 1. Tangible personal property to be resold in the ordinary course of business.
- 2. Tangible personal property to be leased or rented in the ordinary course of business.
- 3. Tangible personal property to be incorporated into a taxable contracting project.
- 4. Food, drink, or condiments purchased by a restaurant business.
- 5. Motor vehicle fuel and use fuel subject to tax under ARS § 28-5606 or 5708.
- 6. Use fuel to a holder of a valid single trip use fuel tax permit issued under ARS § 28-5739.
- 7. Aviation fuel subject to the tax imposed under ARS § 28-8344.
- 8. Pipes or valves four inches in diameter or greater to be used for transportation of oil, natural gas, artificial gas, water or coal slurry.
- 9. Neat animals, horses, asses, sheep, raites, swine or goats used as breeding or production stock (including ownership shares in such animals).
- 10. Aircraft, navigational and communication instruments and related accessories sold or leased to:
 - Airlines holding a federal certificate of public convenience and necessity; or Airlines holding a foreign air carrier permit for air transportation; or
 - Any foreign government or nonresidents of Arizona who will not use such property in Arizona other than in removing such property from this state.
- 11. Railroad rolling stock, rails, ties and signal control equipment used directly to transport persons or property for hire.
- 12. Buses or urban mass transit vehicles used directly to transport persons or property for hire or pursuant to a government mass transit program.
- 13. Central office switching equipment, switchboards, private branch exchange equipment, microwave radio equipment and carrier.
Equipment including optical fiber, coaxial cable and other transmission media which are components of carrier systems sold or leased to persons engaged in the telecommunications business.
- 14. New machinery and equipment, used for commercial production of agricultural, horticultural, viticultural and floricultural crops and products in this state, consisting of tractors, tractor-drawn implements, self-powered implements, drip irrigation lines, and machinery and equipment necessary for extracting milk and for cooling milk and livestock.
- 15. Machinery, equipment or transmission lines used directly in producing or transmitting electrical power, but not including distribution.

(OVER)

- 16. Groundwater measuring devices required under ARS § 45-604.
- 17. Machinery or equipment used directly in the following processes:
 - Manufacturing, processing or fabricating. Job printing. Refining or metallurgical operations.
 - Extraction of ores or minerals from the earth for commercial purposes. Extraction of, or drilling for, oil or gas from the earth for commercial purposes.
- 18. Printed, photographic, electronic media or digital media materials purchased by or for publicly funded libraries including school district libraries, charter school libraries, community college libraries, state university libraries or federal, state, county or municipal libraries for use by the public.
- 19. Other: Cite specific statutory authority for the exemption of the tangible personal property. _____

Exemptions based on the purchaser being a government entity, public school, or a qualifying health care institution.

- 20. Food, drink or condiments for consumptions within the premises of any prison, jail or other institution under the jurisdiction of the state department of corrections, the department of public safety, the department of juvenile corrections or a county sheriff. Food, drink, condiments or accessories purchased by a school district for consumption at a public school within the district during school hours.
- 21. Tangible personal property sold or leased directly to the United States Government or its departments or agencies by a manufacturer, modifier, assembler or repairer.
- 22. Fifty percent of the gross proceeds or gross income from the sale of tangible personal property directly to the United States Government or its departments or agencies, which is not deducted under number 21 above. This exemption does not apply to leases.
- 23. Tangible personal property sold or leased directly to a qualifying non profit hospital, health care organization, community health center, or rehabilitation program for mentally or physically handicapped persons (an exemption letter for these entities must accompany this form).

Transactions with Native Americans & Native American Businesses

- 24. Sale or lease of tangible personal property including Motor Vehicles to affiliated Native Americans if the solicitation for the sale, signing of the contract, delivery of the goods and payment for the goods all occur on the reservation.
- 24a. Sale of a Motor Vehicle to an enrolled member of a tribe who resides on the reservation established for that tribe.

Transactions with nonresidents

- 25. Sales of tangible personal property to nonresidents of Arizona who are temporarily within Arizona, for their use outside of Arizona, when the vendor ships the property out of Arizona by common carrier or United States mail or delivers such property out of Arizona via the vendor's own conveyance.
NOTE: The vendor shall retain adequate documentation substantiating the shipment of the property out of Arizona.
- 26. Sale of a motor vehicle (vehicle must be self-propelled) to a nonresident of Arizona whose state of residence does not allow a use tax exemption for transaction privilege taxes paid to Arizona and who has secured a special 30-day nonresident registration for the vehicle (please see Arizona Form 5010).

Describe the tangible personal property or service purchased or leased and its use below. (Use additional pages if needed)

Certification

A vendor that has reason to believe that the certificate is not accurate or complete will not be relieved of the burden of proving entitlement to the exemption. A vendor that accepts a certificate in good faith will be relieved of the burden of proof and the purchaser may be required to establish the accuracy of the claimed exemption. If the purchaser cannot establish the accuracy and completeness of the information provided in the certificate, the purchaser is liable for an amount equal to the transaction privilege tax, penalty and interest which the vendor would have been required to pay if the vendor had not accepted the certificate. Misuse of this Certificate will subject the purchaser to payment of the ARS § 42-5009 amount equal to any tax, penalty or interest. Willful misuse of this Certificate will subject the purchaser to criminal penalties of a felony pursuant to ARS § 42-1127.B.2.

I, (print full name) _____, hereby certify that these transactions are exempt from Arizona transaction privilege tax and that the information on this Certificate is true, accurate and complete. Further, if purchasing or leasing as an agent or officer, I certify that I am authorized to execute this Certificate on behalf of the purchaser named above.

Signature of purchaser _____ Date _____

Title _____