

**R. J. Liebe Athletic Lettering Company**  
**Credit Application**  
**582 Goddard Ave, Chesterfield, MO 63005**  
**Phone: 636-530-3700 Fax: 636-530-3890**

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Type of Organization \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_  
Year Incorporated \_\_\_\_\_ State Incorporated \_\_\_\_\_  
Type of Business \_\_\_\_\_ Estimated Annual Sales \_\_\_\_\_  
Own or Rent? \_\_\_\_\_ If rent, from whom? \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

***TRADE REFERENCES***

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Credit Line \_\_\_\_\_ Terms \_\_\_\_\_  
Account # \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Credit Line \_\_\_\_\_ Terms \_\_\_\_\_  
Account # \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Credit Line \_\_\_\_\_ Terms \_\_\_\_\_  
Account # \_\_\_\_\_

# BANK REFERENCE

Bank Name \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

## Term and Conditions

**PRICING:** The R. J. Liebe Athletic Lettering Company has always endeavored to notify its customers of price changes. However, the customer should be aware that all prices are subject to change without notice. We reserve the right to require certain minimum order amounts, and such order amounts are also subject to change without notice.

**CANCELLATION/CHANGES:** Most orders are processed immediately upon receipt. Thus, we can not accept any changes or add-ons to orders placed. If an order change is accepted, R. J. Liebe Athletic Lettering will not be held responsible for any errors that occur because of the change. Once the order is received and processing has been started, CANCELLATIONS WILL NOT BE ACCEPTED. Customers are responsible for all work processed in accord with any customer order.

**PROCESSING TIME:** The R. J. Liebe Athletic Lettering Company traditionally has been a proud leader in its industry regarding both quality and timeliness. The R. J. Liebe Athletic Lettering Company may, at times, provide estimates regarding processing time of orders. However, the customer should be aware that all estimates are subject to change. Unless specially arranged, The R. J. Liebe Athletic Lettering Company does not guarantee any estimated delivery time. Customers agree to hold R. J. Liebe Company harmless for consequential damages caused by any delay, whether or not caused by force majeure.

**MANUFACTURER'S ERROR:** In the event that a customer instructs a third party manufacturer to ship products directly to us for lettering, R. J. Liebe Athletic Lettering Company shall not be responsible for mistakes made by the manufacturer. Any work performed on said product that is later determined to be a faulty product is the responsibility of the customer.

**ARTWORK:** Artwork including fonts originally created or modified by R. J. Liebe Athletic Lettering Company remains the property of R. J. Liebe Athletic Lettering Company and respective copyright holders and may not be used without the written permission of R. J. Liebe Athletic Lettering and respective copyright holders. The artwork created, modified or used may use elements protected by copyrights that cannot be distributed without the proper license from the appropriate copyright holder. R. J. Liebe shall not be liable for unauthorized usage of said artwork.

By submitting this Credit Application, I certify that (a) I am authorized to sign and submit this Credit Application and all information provided in the application is true, accurate and complete; (b) I am the owner, principal, or officer of the applicant listed on this application; (c) the applicant expressly authorizes R. J. Liebe Athletic Lettering Company or its affiliates to obtain credit reports (including but not limited to bank references, trade credit references, consumer and/or commercial credit reports) on the applicant from any source, including credit bureau reporting agencies, for use in evaluating this application. I understand that R. J. Liebe Athletic Lettering Company may report the payment history of the applicant to credit reporting agencies. By use of an account with R. J. Liebe Athletic Lettering Company, the applicant accepts the Terms & Conditions of R. J. Liebe Athletic Lettering Company and R. J. Liebe's terms shall not be amended or superseded by any terms and conditions or purchase order that the applicant may provide even if R. J. Liebe Athletic Lettering accepts or signs such purchase order. The applicant agrees to pay a monthly finance charge of the maximum applicable rate on all past due balances, and all costs of collection and litigation related to collection of past due accounts.

**PAYMENT/TERMS:** Payment is due NET 30 days from the date on the invoice for firms or individuals with established accounts or who have been approved for credit. All other orders will be shipped Payment on Delivery. Accounts that are past due 60 days or more will be charged an additional fee of 1.5% per month (18% per annum). The R. J. Liebe Athletic Lettering Company reserves the right to suspend processing of any orders pending for past due account holders, without liability for consequential damages. Customer shall be liable for all expenses associated with collection of any past due balance, including, but not limited to: collection service fees, attorney's fees, court costs, and interest. The terms of this agreement shall be interpreted under the laws of the State of Missouri. This agreement shall be deemed as being executed in the County of St. Louis, State of Missouri. Customer hereby consents to the court jurisdiction as chosen by R. J. Liebe Athletic Lettering Company. In consideration of R. J. Liebe Athletic Lettering Company, its subsidiaries or affiliates, extending credit, the officers jointly and severally do personally guarantee, unconditionally, at all times, the payment to R. J. Liebe Athletic Lettering Company, its subsidiaries or affiliates, of indebtedness or balance of indebtedness of the within named customer.

**SHORTAGES/ERRORS:** All errors, shortages or billing errors must be reported within 10 days of receipt of the invoice or product, whichever is later. After 10 days it shall no longer be the responsibility of R. J. Liebe Athletic Lettering Company.

**GARMENT DAMAGE/SPOILAGE:** Customer shall be liable for all spoilage under our standard of 3% allowance per location as rounded up to the next whole piece. R. J. Liebe Athletic Lettering Company limits its liability per item to \$25.00 or actual cost to customer whichever is less. All products by this definition are allowed a minimum of three spoilage pieces. R. J. Liebe Athletic Lettering will not be held responsible for any spoilage as a result of faulty or sub-par products.

**COLORFASTNESS/ADHESION:** All products used by R. J. Liebe Athletic Lettering have passed rigorous testing. All products should pass all standard laundering techniques, however we cannot be responsible for consequential damages due to laundering or cleaning.

**Accepted by customer: Must be owner, partner or officer of corporation. Date \_\_\_\_\_**

By \_\_\_\_\_ Title \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_