



5295 Westview Dr., Suite 300 Frederick, MD 21703  
 Phone: (301) 620-2853  
 ca.application@musicarts.com

## COMMERCIAL ACCOUNT APPLICATION: PUBLIC SCHOOL ACCOUNT

SCHOOL BILLING INFORMATION			
	Add	Change	Delete
School Name			
Accounts Payable/Bookkeeper Name			
School billing address			
City	State	ZIP Code	
Email			
Phone	Fax		
Tax Exempt Certificate #			
<p><b>State Law requires any organization entitled to a Sales or Use Tax exemption to provide a copy of valid exemption/re-sale certificate to its vendors. Exemption from Federal or State Income Tax does not necessarily authorize exemption from sale tax. For each listed, attach the appropriate forms) for all states and tax jurisdictions applicable to your organization.</b></p>			
AUTHORIZED SHIPPING ADDRESS			
School Name			
Shipping Address			
City	State	ZIP Code	
Phone	Fax		
Comment/Notes			
AUTHORIZED PURCHASING AGENT			
Name of Authorized purchasing Agent/Teacher	Allow MAC.COM Ordering?	Yes	No
Email			
Purchasing Card #	Expiration Date:		
TERMS & CONDITIONS			
<p>By submitting a School Account Application/Musicarts.com Enrollment Form, we assume complete responsibility for protecting the security of the account and agree to immediately notify Music &amp; Arts Center of any misuse, billing discrepancies, address changes or purchasing agent changes. All billing, shipping or purchasing agent changes must be submitted in writing. Amendment Forms are available upon request. Music &amp; Arts Center invoices and statements will be mailed to the billing address provided on the application. We assume full responsibility for payment of all charges to the account. Receipts presented at the point of sale constitutes the official bill of sale. Check fees will be imposed on all checks returned unpaid for any reason. Terms of payment is Net 30 days and accounts with unpaid balances over 90 days from the invoice due date may be subject to a credit hold or closure.</p> <p>I/we agree to promptly notify, Music &amp; Arts Center, in writing of any additions or termination of any authorized purchasing agent(s) status. I/we hereby authorize the named person(s) to be issued a Music &amp; Arts Center Commercial Account and/or access to Musicarts.com and understand that we are liable for payment of all charges incurred by the authorized agents).</p> <p>In order to comply with school purchasing department policies, Music &amp; Arts Center would like to remind all customers to provide a purchase order if one is required by your school district. Please check the following box if your school district requires a purchase order</p>			
<p><b>Signature &amp; Title: Signatory must be the financial officer of the organization/school with the authority to enter into contractual agreements. To the best of my/our knowledge, all information provided is complete and accurate. I/we agree to be bound by the terms and conditions above.</b></p>			
Signature(s):			
Printed Name:	Printed Name:		
Title:	Date:	Title:	Date:
FOR INTERNAL USE ONLY			
Source Code:		Acct Setup:	
School Code:		Date:	
Ed Rep Loc:		Acct Review:	
CA #:		Date:	
Marketing Source Code:	LGOA8GIC		
Credit Limit:		Denial:	
Approved by:		Date:	