



2077 N. Capitol Avenue, San Jose, CA 95132 U.S.A
Sales@ITExpressCorp.com
Tel: 408-941-0808 Fax: 408-941-1088

Account Application

Instructions

1. Please complete the following Account Application Form & Business Profile.
2. Please return your complete Account Application Form signed by owner along with a copy of business license to IT Express either by mail or by fax.
3. Once your application is reviewed, you will receive a call from one of our professional Account Managers.

Account Application

Legal Business Name (same as business license)

President/Owner

DBA (Doing Business As)

Vice President

Shipping/Billing Address (No P.O. Boxes please)

Financial Controller

City

Authorized Purchaser

State

Zip Code

E-mail Address

Country

Accounts Payable Contact Name

Business Phone Number

Accounts Payable E-mail Address

Business Fax Number

Business Website Address

Mobile Phone Number

Dun & Bradstreet Number (D&B#)

This company is a Sole Proprietorship Partnership LLC Corporation

Date Business was founded: _____ Annual Sales Volume: _____

Length of time at this address: _____ Year(s) _____ Month(s)

Facilities : own lease _____ sq ft



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Bank References: (US\$)

<hr/> Bank Name		<hr/> Business Checking Account Number		
<hr/> Street		<hr/> City	<hr/> Country	<hr/> Post
<hr/> Account Open Date		<hr/> Current Balance		<hr/> Average
<hr/> Bank Name		<hr/> Business Saving Account Number		
<hr/> Street		<hr/> City	<hr/> Country	<hr/> Post
<hr/> Account Open Date		<hr/> Current Balance		<hr/> Average

Trade References:

<hr/> Business Name	<hr/> Account#	<hr/> E-mail Address	<hr/> Fax No.	<hr/> Term	<hr/> Credit Limit
<hr/> Business Name	<hr/> Account#	<hr/> E-mail Address	<hr/> Fax No.	<hr/> Term	<hr/> Credit Limit
<hr/> Business Name	<hr/> Account#	<hr/> E-mail Address	<hr/> Fax No.	<hr/> Term	<hr/> Credit Limit

General Business Profile

(1) Which category best describes your company's business? (Please mark one)

- | | | | |
|--|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> System Integrator | <input type="checkbox"/> Distributor | <input type="checkbox"/> Retail Store | <input type="checkbox"/> Corporate Reseller |
| <input type="checkbox"/> VAR/System Consultant | <input type="checkbox"/> E-Commerce | <input type="checkbox"/> Dealer | <input type="checkbox"/> OEM |
| <input type="checkbox"/> Educational Reseller | <input type="checkbox"/> Exporter | <input type="checkbox"/> Other: _____ | |

(2) Which of the following best describes your company's total monthly computer and components purchases with all sources? (Please mark one)

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than \$10,000 | <input type="checkbox"/> \$10,000-\$49,999 | <input type="checkbox"/> \$50,000-\$99,999 |
| <input type="checkbox"/> \$100,000-\$299,999 | <input type="checkbox"/> \$300,000-\$499,999 | <input type="checkbox"/> \$500,000-\$999,999 |
| <input type="checkbox"/> \$1,000,000-\$10,000,000 | <input type="checkbox"/> \$10,000,000+ | |

(3) How many employees does your company have? (Please mark one)

- 1-5 6-10 11-20 21-50 51-100 101-300 300+



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(4) What were your company's total revenues last year? (Please mark one)

- Less than \$100,000 \$100,000-\$499,999 \$500,000-\$999,999
- \$1,000,000-\$4,999,999 \$5,000,000-\$9,999,999 \$10,000,000-\$49,999,999
- \$50,000,000-\$100,000,000 \$100,000,000+

(5) Is there a parent company? Yes No

If Yes, Parent Company's Name: _____

Address: _____

Does Parent Company guarantee debts? Yes No

(6) Does your company have any **branch offices**? Yes- we have ____ branch offices No
 Please list the addresses of any **branch offices** your company has. If your company has more than 3 branch locations, please attach a separate sheet with the addresses of those branches.

Street Address	Street Address	Street Address
City, State, Zip Code	City, State, Zip Code	City, State, Zip Code

(7) How did you find out about IT Express?

- Trade Show (which one?) _____
- Referred by another company (which company?) _____
- Advertisement (please describe) _____
- Internet (which site?) _____
- Other (please specify) _____

I/ We understand that the information provided is for the purpose of opening an account with IT Express, Inc. and warrant that the information provided is true and correct. I/We authorize investigation of all credit references listed. All related terms and conditions are defined in our invoice. I/We further understand and agree that all accounts or money due to IT Express, corp. shall be paid in accordance with the payment terms stated above and I/ We agree to pay all reasonable costs of collection costs which are no less than 33% of the unpaid principle plus interest in addition to any court costs and/or attorney fees incurred.

Authorized Signature	Title (President / VP / CFO)
Printed Name of Signer	Date



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Dear IT Express Customer:

Subject: Notice of Compliance with U.S. Export Control Laws and Regulations

It is the strict policy of IT Express to comply with all U.S. export control laws and regulations in connection with the sale and export/shipment of IT Express products to our customers. US export control laws and regulations embargo and otherwise prohibit or restrict trade with the following countries: (a) Cuba, (b) Iran, (c) Iraq, (d) Libya, (e) North Korea, (f) Sudan, and (g) Syria, as well as proscribed or controlled destinations, end-users or persons /entities, identified on any of the following lists/databases:

1. U.S. Dept. of Commerce Entity List: <http://www.bis.doc.gov/entities/default.htm>
2. US Dept. of State OFAC List: <http://www.treas.gov/offices/enforcement/ofac/sdn/>.
3. OFAC Sanctions List: <http://www.treas.gov/offices/enforcement/ofac/programs>.
4. US Dept. of Commerce Denied Persons List: <http://www.bis.doc.gov/dpl/default.shtm>.

No IT Express products may be sold, exported, re-exported, shipped, trans-shipped, drop-shipped, distributed, transferred or released, either directly or indirectly, to any of these countries, destinations, end-users, persons or entities, including but not limited to, nationals of these countries, or to companies organized or located in these countries in violation of US export control laws and without first obtaining an express determination from IT Express (and to the extent necessary the US Dept. of Commerce and US Dept. of State) that any such transaction(s) are permitted by U.S. law.

Please sign the required Destination Control Statement set forth below certifying your agreement that all transactions with IT Express comply with US Export Control laws and regulations, and fax or email the executed copy to our Credit Department. If you have any questions, please contact your IT Express Account Manager.

Destination Control Statement

All products sold by IT Express to Customer (whether goods, commodities, technology or software) shall be exported from the United States in accordance with US Dept. of Commerce (BIS) and U.S. Dept. of State (OFAC) Export Administration Regulations. Diversion contrary to U.S. law is prohibited.

Customer therefore certifies that it has and shall at all times comply with all US export control laws and regulations, including but not limited to, the aforesaid Dept. of Commerce and State Dept. Lists, and that it shall not at any time, directly or indirectly, divert any such products in violation thereof.

Customer further certifies that it has provided Company with true and complete information regarding its ownership, the purchase (and purchaser) of said products, and represents and warrants that the purchase/sale is not prohibited by any US export control laws or regulations applicable to the transaction (including trans-shipment, end-use or distribution to any end-user).

Customer:

Signature of Authorized Company Official/Title

Company Name

Printed Name

Date



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CERTIFICATE OF COMPLIANCE WITH U.S. ANTI-MONEY LAUNDERING LAWS

It is Company policy to fully and strictly comply with U.S. anti-moneylaundering laws, including the U.S. Bank Secrecy Act and the U.S. Patriot Act, in connection with any payment for goods or services purchased from Company.

- **Customer certifies** that as a condition of doing business with IT EXPRESS that it (and all of its employees and agents) shall comply with all U.S. anti-moneylaundering laws, including the U.S. Bank Secrecy Act and the U.S. Patriot Act in connection with any payment or transfer of funds for goods or services.
- **Customer certifies** that any payment or transfer of funds to Company for goods or services to Company is not in violation of US or foreign currency laws.
- **Customer certifies** that it has received, understood, and agrees to fully comply with the attached **Statement of Corporate Policy and Notice of Compliance With AML Laws** in connection with any transaction, transfer, deposit, advance, or payment for goods or services provided by Company.
- **Customer** agrees that it shall not make any direct deposit of funds into Company's account in cash or any form of cash equivalent (e.g., personal check, cashier's check, certified check, Western Union, Moneygram, AMEX/ traveler's check).
- **Customer** agrees to strictly follow IT Express policies and procedures in remitting payment. Any change in payment method must be approved in writing by IT Express before any order is fulfilled; noncompliance shall result in delay or cancelation of any pending transaction.
- **Customer** agrees not to make any payment or transfer of funds for goods or services or other deposit into Company's account by means of any third party facility including exchange house or casas de cambio.
- **Customer must obtain pre-approval of IT Express to accept payment from a third party payor on the IT Express Approved List.** Transactions will be canceled or delayed for noncompliance or completion of required documentation. Customer agrees to rescind any transaction where written pre-approval is not obtained from IT Express Credit Department and to pay for any such transaction through approved methods only.
- **Customer** acknowledges and agrees that payment by any means except as pre-approved is subject to rejection by IT Express in its sole discretion, and that IT Express may file appropriate reports of such transactions with the US Dept. of the Treasury and other governmental agencies.
- **Customer** agrees to provide all information and to execute all documents as may be necessary or required by Company to document compliance with U.S. anti-moneylaundering laws. This includes but is not limited to the third party payment forms attached hereto for international/domestic transactions.

Agreed: _____
[Name of Company]

Dated: _____

By: _____
[Signature of Authorized Company Official]

[Print Name of Signatory]

Its _____
[Title]

Statement of Corporate Policy and Notice of Compliance
With U.S. Anti-Moneylaundering Laws

To Our Customers:

It is the corporate policy of Ma Laboratories, Inc. to fully and strictly comply with U.S. anti-moneylaundering laws, including the U.S. Bank Secrecy Act and the U.S. Patriot Act, in connection with all sales of goods or services to our customers.

As part of this policy, the Company has adopted the following rules designed to ensure compliance and to help you, our Customer, in complying with the applicable laws:

Domestic Customers:

Accepted Forms of Payment:

1. TT wire (preferred)
2. First party check
3. Credit card (first party)
4. TT wire (third party – with documentation of the business relationship of Customer and third party)

Prohibited Forms of Payment:

1. Third party checks
2. Third party credit card
3. Cash (for transactions in excess of \$1,000)

Note: The form of payment may affect the delivery of

Foreign Customers:

Accepted Forms of Payment

Prohibited Forms of Payment:

- The Company does not accept cash payments for its goods or services from foreign customers. TT wire is required for payments by foreign customers.
- The Company in general does not accept cash payments for its goods or services from U.S. customers. The Company does not accept cash payments in excess of \$1,000.00 in all cases.
- The Company does not accept foreign ACH transactions. Domestic ACH transactions may require proof of Customer's relationship with the ACH and the deposit of funds to the ACH.

- The Company in general does not accept payments by TT wire from third parties for goods or services sold to its customers. Exceptions may be made on a case-by-case basis in which event you and the third party payor will be required to certify that the transaction does not violate the U.S. anti-moneylaundering laws and provide additional information and documentation before any transaction is approved by our Company.

- As part of the requirement that we “know our customer,” the Company may ask you to provide true and complete information regarding your management (officers and directors) and owners (shareholders) and supporting documentation, such as personal identification, credit checks, trade references, articles of incorporation, by-laws, and corporate statements of information as part of the “know your customer” requirement of the U.S. anti-moneylaundering laws.

- For the same reason, the Company may ask you (and affiliated parties or third party payors) to provide the same information and documentation, and to execute the attached Certificate of Compliance with U.S. anti-moneylaundering laws.

- The information and documentation supplied by our customers or third party payors will be reviewed by the Company before any transaction is approved. We therefore encourage our customers to provide us with notice (and the required information and documentation) well in advance of any purchase of goods or services from the Company.

- The Company may, in its discretion, report specific transactions to the US governmental agencies responsible for compliance with U.S. anti-moneylaundering laws.

Should you have any questions, please contact our Credit Department.

Export Compliance Policy Statement

The export and re-export of technology, hardware and software products and services (hereafter “products”) that we sell is controlled by the United States Dept. of Commerce Export Administration Regulations (EAR), the US Dept. of State OFAC rules, regulations, embargo and sanctions programs, the International Transfer of Arms Regulations (ITAR), the US Dept. of Homeland Security, and any and all related federal export control laws, sanctions programs, rules and regulations (hereafter collectively “US export controls”).

Among other things, products may not be exported or re-exported, shipped or trans-shipped (hereafter “distributed”) to Cuba; Iran; Iraq; Libya; North Korea; Sudan; or Syria; or to any country to which the United States embargoes goods.

In opening an account with our Company, you are required to certify, on behalf of your firm, its principals, employees, agents and representatives (hereafter collectively “firm”), your and its full and unconditional compliance at all times with US export controls.

By purchasing, selling, distributing, or using any of our products, you are certifying to our Company and to the appropriate federal agencies, the following: that you and your firm agree to comply fully at all times with US export controls as a material term and condition of our sale of any products to you and any subsequent distribution of products by you; that you are not a national of Cuba; Iran; Iraq; Libya; North Korea; Sudan; or Syria or any country to which the United States embargoes goods; that you are not a person on the Table of Denial Orders; the Entity List; or the List of Specially Designated Nationals; and that you will not distribute, sell, export or re-export, ship or trans-ship any of our products to any such country, persons or entities, or to any end-user, or for any other purpose, prohibited by the EAR, OFAC regulations, ITAR, any sanctions program, or any other applicable US export controls.

The Company requires that you certify your compliance with these obligations as a condition of doing business and of all transactions.

Accordingly, we request that you sign and return the enclosed _____ as a condition of the opening of your account with our Company.

In addition, the Company requires that you execute a Destination Control Statement in the form attached hereto at the time your account is opened.

The Company may also require that you execute or obtain additional US export control-related documentation, including SED, airway bills, end-user certificates, or statements by consignee and ultimate end-users, as a condition of placing and fulfillment of any order or transaction.