



**Partitions &  
Accessories Co.®**

**Commercial Building Specialties** Sales, Service and Installation

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

paracc@partitionsco.com  
AZ ROC# 110352

Dear Customer:

Thank you for your interest in our company; we have over 40 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 Melissa Allende mallende@partitionsco.com  
480-969-6606  
480-833-5524 (fax)

Thank you and we look forward to working with you.

*All information provided will be kept confidential. This communication, including attachments, is for the exclusive use of Partitions & Accessories Company to be used only for intended purpose of obtaining information necessary to determine appropriate extension of credit terms between the Partitions & Accessories Company and customer.*



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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

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# Arizona Department of Revenue

Arizona Form  
5005

## Contractor's Certificate Prime Contracting and MRRA

The purpose of this form is to provide a subcontractor with the validation required for prime contracting transaction privilege tax (TPT) exemption, and for exemption from liability for an amount equal to retail TPT on materials incorporated or fabricated into maintenance, repair, replacement or alteration (MRRA) projects. The form can be provided for a particular project, for a period of time, or until revoked. This certificate establishes liability for the prime contracting TPT and/or the amount equal to the retail TPT; therefore, it must be completed by the contractor assuming the liability. The asterisked (\*) items must be completed; otherwise, the certificate is not valid. The Department may disregard this certificate pursuant to ARS § 42-5008.01 or ARS § 42-5075.E if the certificate is incomplete or erroneous. If disregarded, the subcontractor accepting the certificate will have the burden of proving (pursuant to ARS § 42-5008.01 or ARS § 42-5075.D), that it is not liable for the prime contracting TPT and/or the amount equal to the retail TPT.

### A. Contractor

* Name	* TPT License #		
* Address	City, Town or Post Office	State	ZIP Code
AZ Contractor License Number	Phone Number		

### B. Subcontractor

* Name	* TPT License # (if none, write "N/A - MRRA only")		
Partitions & Accessories Co.	07-370669-X		
* Address	City, Town or Post Office	State	ZIP Code
1220 S. Pasadena	Mesa	AZ	85210
AZ Contractor License Number	Phone Number		
ROC CR 60-110352	(480) 969-6606		

### C\*. Type of Certificate (check one and provide requested information)

<input type="checkbox"/> Single Project Certificate  *PROJECT DESCRIPTION  <div></div>  ** (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:  <div></div>
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I hereby certify that I have authority to sign this Certificate on behalf of Contractor. I understand that by executing this Certificate, Contractor is licensed for TPT purposes and is assuming the prime contracting TPT liability and/or the amount equal to retail TPT liability applicable to the above referenced project(s).

SIGNATURE

PRINT NAME

TITLE

DATE SIGNED

# Contractor's Certificate Instructions

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## GENERAL INSTRUCTIONS

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

- A. The "NAME", "ADDRESS", and "TPT LICENSE NUMBER" fields of the Contractor section must be completed. The contractor is the entity responsible for the tax.
- B. The "NAME", "ADDRESS", and "TPT LICENSE" 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.

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## RETROACTIVE EFFECT

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If a Certificate is not signed contemporaneously to the commencement of a contracting project intended to be within the scope of the Certificate, the Department of Revenue will accept the certificate as evidence of the alleged facts. However, the person receiving the certificate may not receive the benefit of the certificate if the Department determines that any of the facts set forth in the certificate are inaccurate.

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## ASSUMPTION OF PRIME CONTRACTING TPT LIABILITY

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In most instances, the entity assuming the prime contracting transaction privilege tax liability for the prime 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 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 receiving the certificate.



**Arizona Form  
5000****Transaction Privilege Tax Exemption Certificate**

- Do not use Form 5000 to claim sale for resale. Use Form 5000A.
- Do not use Form 5000 if you are a non-TPT licensed contractor. Use Form 5000M.

This Certificate is prescribed by the Department of Revenue pursuant to A.R.S. § 42-5009. The purpose of the Certificate is to document and establish a basis for state and city tax deductions or exemptions. It is to be filled out completely by the purchaser and furnished to the vendor at the time of the sale. The vendor shall retain this Certificate for single transactions or for the specified period as indicated below. Incomplete Certificates are not considered to be accepted in good faith. Only one category of exemption may be claimed on a Certificate.

A. Purchaser's Name and Address:			B. Check Applicable Box:
Name			<input type="checkbox"/> Single Transaction Certificate
Address			
City	State	ZIP Code	<input type="checkbox"/> Period From _____ Through _____ <i>(You must choose specific dates for which the certificate will be valid. You are encouraged not to exceed a 12 month period. However, a certificate will be considered to be accepted in good faith for a period not to exceed 48 months if the vendor has documentation the TPT license is valid for each calendar year covered in the certificate.)</i>
Vendor's Name			

C. Choose one transaction type per Certificate:	
<input type="checkbox"/> Transactions with a Business	<input type="checkbox"/> Transactions with Native Americans, Native American Businesses and Tribal Governments (See reason #12.)
Arizona Transaction Privilege Tax (TPT) License Number	Tribal Business License Number OR Tribal Number
SSN / EIN	Name of Tribe <span style="float: right;">Tribal Government <input type="checkbox"/></span>
Other Tax License Number	<input type="checkbox"/> Transactions with a U.S. Government entity (See reasons #9 and #10.)
If no license, provide reason:	<input type="checkbox"/> Transaction with a Foreign Diplomat (See reason #13.)
Precise Nature of Purchaser's Business	

D. Reason for Exemption:
Check the box indicating one of the more common exemptions provided below, or use Box 14 or 15 to cite the appropriate authority for another exemption (deduction). Refer to <a href="http://www.azdor.gov/Forms/TransactionPrivilegeTax.aspx">www.azdor.gov/Forms/TransactionPrivilegeTax.aspx</a> for a complete list of state and city exemptions (deductions) and the business classes (codes) under which the deductions apply.
<input type="checkbox"/> 1. Tangible personal property to be leased or rented in the ordinary course of the purchaser's licensed business.
<input type="checkbox"/> 2. Tangible personal property to be incorporated into a taxable contracting project, or a maintenance, repair, replacement or alteration project.
<input type="checkbox"/> 3. Food, drink, or condiments purchased by a restaurant business.
<input type="checkbox"/> 4. Pipes or valves four inches in diameter or greater to be used for transportation of oil, natural gas, artificial gas, water or coal slurry.
<input type="checkbox"/> 5. Railroad rolling stock, rails, ties, and signal control equipment.
<input type="checkbox"/> 6. Machinery or equipment used directly in the following business activities: <input type="checkbox"/> Manufacturing, processing or fabricating. <input type="checkbox"/> Job printing. <input type="checkbox"/> Refining or metallurgical operations. <input type="checkbox"/> Extraction of ores or minerals from the earth for commercial purposes. <input type="checkbox"/> Extraction of, or drilling for, oil or gas from the earth for commercial purposes.
<input type="checkbox"/> 7. Other income producing capital assets. (Cities only.)
<input type="checkbox"/> 8. Food, drink or condiments for consumption 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.
<input type="checkbox"/> 9. Tangible personal property sold or leased directly to the United States Government or its departments or agencies by a manufacturer, modifier, assembler or repairer. (Retail, personal property rental and mining classifications only.)
<input type="checkbox"/> 10. 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. (Retail classification only.)



Your Name (as shown on page 1)	Arizona Transaction Privilege Tax License Number
<div style="margin-bottom: 10px;"> <input type="checkbox"/> 11. Electricity, natural gas or liquefied petroleum gas sold to a qualified manufacturing or smelting business. A manufacturing or smelting business that claims this exemption authorizes the release by the vendor of the information required to be provided to the Department of Revenue pursuant to A.R.S. §42-5063(C)(6). (Utilities classification only.)         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> 12. Sale or lease of tangible personal property to affiliated Native Americans if the solicitation for sale, signing of the contract, delivery of the goods and payment for the goods all occur on the reservation. <b>NOTE:</b> The vendor shall retain adequate documentation to substantiate the transaction.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> 13. Foreign diplomat. <b>NOTE:</b> Limited to authorization on the U.S. Department of State Diplomatic Tax Exemption Card. The vendor shall retain a copy of the U.S. Department of State Diplomatic Tax Exemption Card and any other documentation issued by the U.S. Department of State. Motor vehicle purchases or leases must be pre-authorized by the Office of Foreign Missions ("OFM"). See "Vehicle Tax Exemption" at <a href="http://www.state.gov/ofm/tax/">www.state.gov/ofm/tax/</a> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> 14. *Other Deduction: Cite the Arizona Revised Statutes authority for the deduction. A.R.S. § _____            Description: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> 15. *Other Cities Deduction: Cite the Model City Tax Code authority for the deduction. M.C.T.C § _____            Description: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div> </div> <p style="font-size: small;">*Refer to <a href="http://www.azdor.gov/TransactionPrivilegeTax(TPT)/RatesandDeductionCodes.aspx">www.azdor.gov/TransactionPrivilegeTax(TPT)/RatesandDeductionCodes.aspx</a> for a complete list of state and city exemptions (deductions) and the business classes (codes) under which the deductions apply.</p>	

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

<b>F. Certification</b>
<p style="font-size: small;">A vendor that has reason to believe that this 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 A.R.S. § 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 A.R.S. § 42-1127(B).</p>
<p>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.</p>
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>SIGNATURE OF PURCHASER</span> <span>DATE</span> <span>TITLE</span> </div>