



**Welcome to Stickel Packaging Supply!**

**Thank you for joining our rapidly growing customer base and we look forward to a long standing relationship built on trust, accuracy and the finest customer service in the industry.**

**Stickel is available for all your packaging, janitorial, material handling and equipment repair and service needs. We are a single source supplier with a highly trained sales and customer service team ready to help source all your daily and hard-to-find needs.**

#### **COMPANY PROFILE**

Established in 1987, Stickel Packaging Supply is a family-run operation. The company operates out of a 50,000 square foot warehouse located in the Lakewood Industrial Park in Lakewood, New Jersey. Hal and Jeanne Stickel, the co-founders of Stickel Packaging, are proud of what they have been able to accomplish with the help of their sons, Christopher and Peter Borriello. Together with their superior staff, Stickel Packaging Supply is a top player in the packaging distribution industry.

#### **MISSION STATEMENT**

To provide competitive pricing on quality packaging supplies, equipment, janitorial, and material handling products.  
To develop productive working partnerships with our customers.  
To offer unparalleled, "family style" customer service.  
To supply fast, courteous, and reliable delivery to our customers.

**In order to establish you as a valued customer, please complete the attached forms. Please email [dmeighan@stickelpackaging.com](mailto:dmeighan@stickelpackaging.com) and [cfarley@stickelpackaging.com](mailto:cfarley@stickelpackaging.com) or fax (732-364-6909) completed forms, attention A/R.**

**If applicable, please include your Urban Enterprise Zone certificate.**

**We look forward to servicing you; your prompt completion of the attached is very much appreciated.**

**Thank you,  
Stickel Packaging Supply**



**CUSTOMER PROFILE**  
**MUST COMPLETE TOP PORTION**

Trade Name \_\_\_\_\_ Full Legal Business Name \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_ Type of Business \_\_\_\_\_

Date Founded \_\_\_\_\_ Stickel Sales Rep Name \_\_\_\_\_

Est. Purchase Volume \$ \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Contact Person for Billing \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**CREDIT APPLICATION**

*\*IF REQUESTING CREDIT PLEASE COMPLETE THE INFORMATION BELOW OR SEND BANK & TRADE REFERENCES*

*\*IF YOU PREFER TO BE A CREDIT CARD CUSTOMER, PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM*

**Bank Information**

BANK NAME / ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**Trade References (Please list 3 references)**

COMPANY, CONTACT NAME, ADDRESS, ACCOUNT #, PHONE, EMAIL

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Do you want to participate in Online Ordering?**      Yes      No



**Credit Card Authorization Form**

I hereby give the written authorization to Stickel Packaging Supply to use the following credit card information for the sole purpose of processing outstanding invoices incurred from purchases made.

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**Credit Card Information:**

Credit Card Type:     Mastercard         Visa         American Express

Name on Card: \_\_\_\_\_

CC #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CCV Code: \_\_\_\_\_

Credit Card Billing Address: (if different from Billing Company Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Authorized Signature: \_\_\_\_\_

***INFORMATION PROVIDED ON THIS FORM WILL BE SECURELY SAVED FOR ALL AUTHORIZED CHARGES***

Please provide email address for receipt of charges made to credit card: \_\_\_\_\_

***ALL CREDIT CARD PAYMENTS ARE SUBJECT TO A 2.5% SERVICE CHARGE.***

***BY SIGNING THIS AUTHORIZATION FORM YOU AGREE TO THESE TERMS.***



**CUSTOMER DELIVERY / SHIP TO INFORMATION**

Ship To same as Bill To? [ ] Yes [ ] No

Ship To Name: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Receiving Phone #: \_\_\_\_\_ Receiving Contact: \_\_\_\_\_

**Shipping Location Details: (MUST COMPLETE)**

Receiving Hours: \_\_\_\_\_ Delivery Appointment Required? Yes No

Load Dock with Platform: [ ] Yes [ ] No

Street Delivery: [ ] Yes [ ] No Do you have a Fork Lift? \_\_\_\_\_ Pallet Jack? \_\_\_\_\_

Trailer Accommodations: (Circle all that can be accepted)

53' 48' 45' 40' Straight Job

How Boxes Must Be Shipped: Two units per pallet Unitized Only (no pallet) Unit Placed on Pallet

Other: \_\_\_\_\_

Can you accept 50" unit: Yes No

If not, which of the following applies: 40" 45" 80" Other \_\_\_\_\_

Special Instructions? \_\_\_\_\_

**RESIDENTIAL DELIVERY ADDRESSES** ARE SUBJECT TO ADDITIONAL FEES OR MAYBE SUBJECT TO REFUSAL DUE TO OUR TRUCK SPECIFICATIONS. **PLEASE NOTE IF THIS IS A RESIDENTIAL LOCATION.**

RESIDENTIAL ADDRESS: [ ] Yes [ ] No

**Residential Delivery Policy**

If "yes", please include a picture or detailed description of where deliveries should be left. Location MUST be sheltered from weather and other elements

All deliveries are carefully inspected for accuracy and quality. Please be sure to note any shortages, discrepancies or damages on the delivery receipt and have it signed by our driver.

In the instance that no one is available to sign for the delivery, our driver will leave delivery in the predetermined location that is sheltered from weather and other elements. Our driver will take a picture for the delivery record. Any shortages, discrepancies or damages MUST be reported within 24 hours of delivery.

***Residential Customers are subject to a \$25 surcharge fee per deliver and have a \$200 minimum order amount.***

ST-3 (03-17)

State of New Jersey  
DIVISION OF TAXATION

SALES TAX  
FORM ST-3

RESALE CERTIFICATE

The seller must collect the tax on a sale of taxable property or services unless the purchaser gives him a fully completed New Jersey exemption certificate.

PURCHASER'S NEW JERSEY  
TAXPAYER REGISTRATION NUMBER\*

To be completed by purchaser and given to and retained by seller. See instructions on back.  
Seller should read and comply with the instructions given on both sides of an exemption certificate.

TO Stickel Packaging Supply Date \_\_\_\_\_  
(Name of Seller)  
1991 Rutgers University Blvd. Lakewood NJ 08701  
Address City State Zip

The undersigned certifies that:

(1) He holds a valid Certificate of Authority (number shown above) to collect State of New Jersey Sales and Use Tax.

(2) He is principally engaged in the sale of (indicate nature of merchandise or service sold):  
\_\_\_\_\_  
\_\_\_\_\_

(3) The merchandise or services being herein purchased are described as follows:  
\_\_\_\_\_  
\_\_\_\_\_

(4) The **merchandise** described in (3) above is being purchased: *(check one or more of the blocks which apply)*

(a)  For resale in its present form.

(b)  For resale as converted into or as a component part of a product produced by the undersigned.

(c)  For use in the performance of a taxable service on personal property, where the property which is the subject of this Certificate becomes part of the property being serviced or is later transferred to the purchaser of the service in conjunction with the performance of the service.

(5) The services described in (3) above are being purchased: *(check the block which applies)*

(a)  By a seller who will either collect the tax or will resell the services.

(b)  To be performed on personal property held for sale.

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Resale Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

\_\_\_\_\_  
NAME OF PURCHASER\* (as registered with the New Jersey Division of Taxation)

\_\_\_\_\_  
(Address of Purchaser)\*

\_\_\_\_\_  
Type of Business\*

By \_\_\_\_\_  
(Signature of owner, partner, officer of corporation, etc.)\* (Title)

\*Required

MAY BE REPRODUCED  
(Front & Back Required)

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### INSTRUCTIONS FOR USE OF RESALE CERTIFICATES – ST-3

1. Registered sellers who accept fully completed exemption certificates within 90 days subsequent to the date of sale are relieved of liability for the collection and payment of sales tax on the transactions covered by the exemption certificate. The following information must be obtained from a purchaser in order for the exemption certificate to be fully completed:
  - Purchaser's name and address;
  - Type of business;
  - Reasons(s) for exemption;
  - Purchaser's New Jersey tax identification number or, for a purchaser that is not registered in New Jersey, the Federal employer identification number or out-of-State registration number. Individual purchasers must include their driver's license number;
  - If a paper exemption certificate is used (including fax), the signature of the purchaser.The seller's name and address are not required and are not considered when determining if an exemption certificate is fully completed. A seller that enters data elements from paper into an electronic format is not required to retain the paper exemption certificate. The seller may, therefore, accept this certificate as a basis for exempting sales to the signatory purchaser and is relieved of liability even if it is determined that the purchaser improperly claimed the exemption. If it is determined that the purchaser improperly claimed an exemption, the purchaser will be held liable for the nonpayment of the tax.
2. **Retention of Certificates** – Certificates must be retained by the seller for a period of not less than four years from the date of the last sale covered by the certificate. Certificates must be in the physical possession of the seller and available for inspection.
3. **Acceptance of an exemption certificate in an audit situation** – On and after October 1, 2011, if the seller either has not obtained an exemption certificate or the seller has obtained an incomplete exemption certificate, the seller has at least 120 days after the Division's request for substantiation of the claimed exemption to either:
  1. Obtain a fully completed exemption certificate from the purchaser, taken in good faith, which, in an audit situation, means that the seller obtain a certificate claiming an exemption that:
    - (a) was statutorily available on the date of the transaction, and
    - (b) could be applicable to the item being purchased, and
    - (c) is reasonable for the purchaser's type of business; OR
  2. Obtain other information establishing that the transaction was not subject to the tax.If the seller obtains this information, the seller is relieved of any liability for the tax on the transaction unless it is discovered through the audit process that the seller had knowledge or had reason to know at the time such information was provided that the information relating to the exemption claimed was materially false or the seller otherwise knowingly participated in activity intended to purposefully evade the tax that is properly due on the transaction. The burden is on the Division to establish that the seller had knowledge or had reason to know at the time the information was provided that the information was materially false.
4. **Additional Purchases by Same Purchaser** – This certificate will serve to cover additional purchases by the same purchaser of the same general type of property. However, each subsequent sales slip or purchase invoice based on this Certificate must show the purchaser's name, address and New Jersey, Federal, or out of state registration number for purpose of verification.
5. **Retention of Certificates** – Certificates must be retained by the seller for a period of not less than four years from the date of the last sale covered by the certificate. Certificates must be in the physical possession of the seller and available for inspection on or before the 90th day following the date of the transaction to which the certificate relates.

#### EXAMPLES OF PROPER USE OF RESALE CERTIFICATE

- a. A retail household appliance store owner issues a Resale Certificate when purchasing household appliances from a supplier for resale.
- b. A furniture manufacturer issues a Resale Certificate to cover the purchase of lumber to be used in manufacturing furniture for sale.
- c. An automobile service station operator issues a Resale Certificate to cover the purchase of auto parts to be used in repairing customer cars.

#### EXAMPLES OF IMPROPER USE OF RESALE CERTIFICATE

In the examples below, the seller should not accept Resale Certificates, but should insist upon payment of the sales tax.

- a. A lumber dealer can not accept a Resale Certificate from a tire dealer who is purchasing lumber for use in altering his premises.
- b. A distributor may not issue a Resale Certificate on purchases of cleaning supplies and other materials for his own office maintenance, even though he is in the business of distributing such supplies.
- c. A retailer may not issue a Resale Certificate on purchases of office equipment for his own use, even though he is in the business of selling office equipment.
- d. A supplier can not accept a Resale Certificate from a service station owner who purchases tools and testing equipment for use in his business.

REPRODUCTION OF RESALE CERTIFICATE FORMS: Private reproduction of both sides of Resale Certificates may be made without the prior permission of the Division of Taxation.

**FOR MORE INFORMATION:** Read publication S&U-6 (Sales Tax Exemption Administration).

<http://www.state.nj.us/treasury/taxation/pdf/pubs/sales/su6.pdf>

#### DO NOT MAIL THIS FORM TO THE DIVISION OF TAXATION

This form is to be completed by purchaser and given to and retained by seller.

ST-4 (09-16, R-16)

State of New Jersey  
DIVISION OF TAXATION

SALES TAX

FORM ST-4

ELIGIBLE NONREGISTERED  
PURCHASER: SEE INSTRUCTIONS \*\*

PURCHASER'S NEW JERSEY  
TAXPAYER REGISTRATION NUMBER\*

EXEMPT USE CERTIFICATE

To be completed by purchaser and given to and retained by seller.  
Please read and comply with the instructions given on both sides of this certificate.

TO Stickel Packaging Supply Date \_\_\_\_\_  
(Name of Seller)

1991 Rutgers University Blvd. Lakewood NJ 08701  
Address City State Zip

The undersigned certifies that there is no requirement to pay the New Jersey Sales and/or Use Tax on the purchase or purchases covered by this Certificate because the tangible personal property or services purchased will be used for an exempt purpose under the Sales & Use Tax Act.

The tangible personal property or services will be used for the following exempt purpose\*:

The exemption on the sale of the tangible personal property or services to be used for the above described exempt purpose is provided in subsection N.J.S.A. 54:32B-  (See reverse side for listing for principal exempt uses of tangible personal property or services and fill in the block with proper subsection citation).

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Exempt Use Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

\_\_\_\_\_  
NAME OF PURCHASER\* (as registered with the New Jersey Division of Taxation)

\_\_\_\_\_  
(Address of Purchaser)\*

\_\_\_\_\_  
TYPE OF BUSINESS\*

By \_\_\_\_\_  
(Signature of owner, partner, officer of corporation, etc.)\* (Title)

\*Required

MAY BE REPRODUCED  
(Front & Back Required)

1. Registered sellers who accept fully completed exemption certificates within 90 days subsequent to the date of sale are relieved of liability for the collection and payment of sales tax on the transactions covered by the exemption certificate. The following information must be obtained from a purchaser in order for the exemption certificate to be fully completed:
  - Purchaser's name and address;
  - Type of business;
  - Reasons(s) for exemption;
  - Purchaser's New Jersey tax identification number or, for a purchaser that is not registered in New Jersey, the Federal employer identification number or out-of-State registration number. Individual purchasers must include their driver's license number;
  - If a paper exemption certificate is used (including fax), the signature of the purchaser.

The seller's name and address are not required and are not considered when determining if an exemption certificate is fully completed. A seller that enters data elements from paper into an electronic format is not required to retain the paper exemption certificate.

The seller may, therefore, accept this certificate as a basis for exempting sales to the signatory purchaser and is relieved of liability even if it is determined that the purchaser improperly claimed the exemption. If it is determined that the purchaser improperly claimed an exemption, the purchaser will be held liable for the nonpayment of the tax.

2. **Retention of Certificates** - Certificates must be retained by the seller for a period of not less than four years from the date of the last sale covered by the certificate. Certificates must be in the physical possession of the seller and available for inspection.
3. **Acceptance of an exemption certificate in an audit situation** – On and after October 1, 2011, if the seller either has not obtained an exemption certificate or the seller has obtained an incomplete exemption certificate, the seller has at least 120 days after the Division's request for substantiation of the claimed exemption to either:
  1. Obtain a fully completed exemption certificate from the purchaser, taken in good faith, which, in an audit situation, means that the seller obtain a certificate claiming an exemption that:
    - (a) was statutorily available on the date of the transaction, and
    - (b) could be applicable to the item being purchased, and
    - (c) is reasonable for the purchaser's type of business; OR
  2. Obtain other information establishing that the transaction was not subject to the tax.

If the seller obtains this information, the seller is relieved of any liability for the tax on the transaction unless it is discovered through the audit process that the seller had knowledge or had reason to know at the time such information was provided that the information relating to the exemption claimed was materially false or the seller otherwise knowingly participated in activity intended to purposefully evade the tax that is properly due on the transaction. The burden is on the Division to establish that the seller had knowledge or had reason to know at the time the information was provided that the information was materially false.

4. **Common exempt uses** of property or services for which the ST-4 is applicable follow.

**NOTE:** The descriptions are general and do not necessarily cover every exempt use or service or every condition for exemption. Further information is available from the Division of Taxation.

- Sales of machinery and equipment for use directly and primarily in the production of property by manufacturing, processing, assembling or refining. N.J.S.A. 54:32B-8.13a.
- Sales of equipment to a telecommunication service provider subject to the jurisdiction of the BPU or the FCC for use directly and primarily in providing interactive telecommunications services for sale. N.J.S.A. 54:32B-8.13c.
- Sales of tangible personal property for use directly and exclusively in experimental research and development in the laboratory sense. N.J.S.A. 54:32B-8.14.
- Sales of wrapping materials or non-returnable containers for use in the delivery of tangible personal property or sales of containers for use in a farming enterprise. N.J.S.A. 54:32B-8.15.
- Sales of busses to regulated bus companies for public passenger transportation or to carriers for use in school children transportation services. N.J.S.A. 54:32B-8.28.
- Sales of equipment for use directly and primarily in the production department of a newspaper plant or for use in the production of property for sale by a commercial printer. N.J.S.A. 54:32B-8.29.
- Sales of advertising material to be published in a newspaper. N.J.S.A. 54:32B-8.30.
- Sales of aircraft or repair services to an "air carrier," and repairs to certain business aircraft, including machinery or equipment installed on such. N.J.S.A. 54:32B-8.35.
- Sales of equipment used exclusively to sort and prepare solid waste for recycling or in recycling (does not include motor vehicles). N.J.S.A. 54:32B-8.36.
- Sales of printed advertising materials for out-of-state distribution and sales of direct-mail processing services rendered in connection with the distribution of such materials to out-of-state recipients. N.J.S.A. 54:32B-8.39.
- Sales of commercial trucks, truck tractors and semi-trailers which are properly registered and 1) have a gross vehicle weight rating in excess of 26,000 pounds; or 2) are operated actively and exclusively for the carriage of interstate freight under a certificate or permit issued by the Interstate Commerce Commission; or 3) are registered as a farm vehicle under the Motor Vehicle Statute (N.J.S.A. 39:3-24 and 25) and have a gross vehicle weight rating in excess of 18,000 pounds. N.J.S.A. 54:32B-8.43.



**INSTRUCTIONS FOR USE OF EXEMPT USE CERTIFICATES - ST-4**

**(09-16)**

- Sales of machinery and equipment used directly and primarily in producing broadcast programming or cable/satellite television programming. N.J.S.A. 54:32B-8.13e.
  - Sales of tangible property for use directly and primarily in the production of film or video for sale, including motor vehicles, parts, supplies and services to such property.. N.J.S.A. 54:32B-8.49.
  - Sales of commercial ships and charges for components, repair and alteration services for commercial ships. N.J.S.A. 54:32B-8.12.
  - Sales of materials, such as chemicals and catalysts, used to induce or cause a refining or chemical process. N.J.S.A. 54:32B-8.20
  - Sales of electronically delivered computer software that is used directly and exclusively in the conduct of the purchaser's business, trade, or occupation. N.J.S.A. 54:32B-8.56.
- \*\*5. Eligible Nonregistered Purchaser** - If the purchaser is not required to be registered for sales and use tax purposes in New Jersey, in the box at the top, left corner of the form marked "Eligible Nonregistered Purchaser" the purchaser is required to place one of the following in order of preference: 1) the Federal Identification Number of the business; 2) out of state registration number.

Private reproduction of both sides of the Exempt Use Certificates may be made without the prior permission of the Division of Taxation.

**FOR MORE INFORMATION:** Read publication S&U-6 (Sales Tax Exemption Administration) at <http://www.state.nj.us/treasury/taxation/pdf/pubs/sales/su6.pdf>

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