



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. When completed, please email the full packet back to the [Stickel Sales Representative](#), the [Customer Service Representative](#), or info@stickelpackaging.com. If you would like to send the packet back via fax, our fax number is **732-364-6909 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**



CREDIT APPLICATION
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 _____ Will you be making Sales Tax Exempt Purchases? Yes No
**If "Yes" please include exemption certificates (Please mark)*

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*
**A \$25.00 FEE WILL BE ASSESSED FOR ANY RETURNED CHECKS.*

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)

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 PROFILE FORM
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.

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 _____ Date _____
(Name of Seller)

_____ 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)

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.

- 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>

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-3
(3-23)

New Jersey Division of Taxation

**Sales Tax
Resale Certificate**

Check applicable box:

Single-Purchase Certificate

Blanket Certificate

The seller must collect Sales Tax on the sale of taxable property or services unless the purchaser gives them a fully completed exemption certificate.

Do not mail this form to the Division of Taxation.

Seller

Name _____

Address _____
Street City State ZIP Code

Purchaser

New Jersey Taxpayer Identification Number _____

Name* _____
As registered with the New Jersey Division of Taxation

Address* _____
Street City State ZIP Code

Type of Business* _____

The purchaser certifies that:

- (1) They hold a valid Certificate of Authority to collect New Jersey Sales and Use Tax.
- (2) They are principally engaged in the sale of (indicate nature of property or service sold):

- (3) The property or services being purchased are described as follows:

- (4) The **property** described above is being purchased for (check all boxes that apply):

- Resale in its present form.
- Resale as converted into or as a component part of a product by the purchaser.
- Use in the performance of a taxable service on personal property and will become part of the property being serviced or will later be transferred to the purchaser of the service in conjunction with the performance of the service.

- (5) The **services** described above are being purchased (check the box that applies):

- By seller who will either collect tax or will resell services.
- 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.

Print Name _____

Authorized Signature* _____
(Owner, Partner, Corporate Officer)

Title _____ Date _____

*Required

This form may be reproduced

Form ST-3 Instructions

Completing the Certificate

To claim an exemption from Sales Tax on the purchase of taxable property or services, the purchaser must provide a fully completed exemption certificate to the seller. Otherwise, the seller must collect the tax. The purchaser must provide the following information for the exemption certificate to be considered fully completed:

- Name and address;
- New Jersey taxpayer identification number;
- Type of business;
- Reason(s) for exemption;
- Signature, if using a paper exemption certificate (including fax).

The seller's name and address are **not** required for the exemption certificate to be considered fully completed.

Accepting the Certificate

A seller must be registered to accept an exemption certificate. The seller is relieved of liability for collecting Sales Tax on transaction(s) covered by the certificate as long as the certificate is fully completed and is received within 90 days of the date of sale. The seller is relieved of liability even if the purchaser improperly claimed the exemption, in which case the purchaser will be held liable for nonpayment of the tax.

Accepting the Certificate in an Audit Situation

If the seller either has not obtained an exemption certificate or 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 the exemption:
 - Was statutorily available on the date of the transaction(s); and
 - Could apply to the property or service being purchased; and
 - Is reasonable for the purchaser's type of business; **or**
2. Obtain other information establishing that the transaction(s) was not subject to 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 the 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.

Blanket Certificates

A single exemption certificate may cover additional purchases of the same general type of property by the same purchaser with which the seller has a recurring business relationship. For purposes of this section, a recurring business relationship exists when a period of no more than 12 months elapses between sales transactions.

To use this form as a blanket certificate, check the applicable box at the top of the form. Each subsequent sales slip or purchase invoice based on the blanket certificate must be clearly marked with the purchaser's name, address, and identification number.

Retention of Certificates

Certificates must be retained by the seller for 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. A seller that enters data elements from paper into an electronic format is not required to retain the paper exemption certificate.

Examples

Proper Use of Form ST-3

1. A retail appliance store owner issues a resale certificate when purchasing appliances from a supplier for resale.
2. A furniture manufacturer issues a resale certificate when purchasing lumber to be used in manufacturing furniture for sale.
3. A service station operator issues a resale certificate when purchasing auto parts to be used in repairing customers' cars.

Improper Use of Form ST-3

In the examples below, the seller **cannot** accept a resale certificate and must collect Sales Tax.

1. A lumber dealer cannot accept a resale certificate from a tire dealer that is purchasing lumber for use in altering its premises.
2. A distributor cannot issue a resale certificate on purchases of cleaning supplies and other materials for its own office maintenance, even though it is in the business of distributing such supplies.
3. A retailer cannot issue a resale certificate on purchases of office equipment for its own use, even though it is in the business of selling office equipment.
4. A supplier cannot accept a resale certificate from a service station that purchases tools and testing equipment for use in its business.
5. A contractor cannot issue Form ST-3 for purchases of materials and supplies. If the property being worked on belongs to a qualified exempt organization, a qualified Urban Enterprise Zone business, or a qualified housing sponsor, see Contractor's Exempt Purchase Certificate (Form ST-13) and Contractor's Exempt Purchase Certificate - Urban Enterprise Zone (Form UZ-4).

For more information, see S&U-6, *Sales Tax Exemption Administration*, which is available at www.nj.gov/treasury/taxation/pdf/pubs/sales/su6.pdf