



Thank you for your interest in Novanta Corporation.  
 To assist us in your request for credit, please complete this application, sign where indicated, and provide ALL information.

# Customer Create/Change Form

Complete information below

ADD

CHANGE

\* Indicates Required Information

Customer Name *	<input type="text"/>		
Customer Account No. <small>Customer # to be completed by Novanta</small>	<input type="text"/>	Currency	<input type="text" value="US Dollar \$"/>
Federal Tax No. *	<input type="text"/>	Requested Terms:	<input type="text"/>
Order ship to State - Taxable or Exempt	<input type="text"/>	Requested Credit Limit	<input type="text"/>
Sales Tax Exemption or Resale #: * <small>Novanta automatically calculates sales tax according to the ship to state</small>	<input type="text"/>	<b>Fields below to be filled by Novanta Finance team</b>	
Novanta Nexus States: (See List)	<input type="text"/>	Payment Terms	<input type="text"/>
GST/China Tax ID # (if applicable)	<input type="text"/>	Credit Limit	<input type="text"/>
D-U-N-S Number (if known - not required)	<input type="text"/>	Novanta Business Unit	<input type="text"/>
Industry Segment (select 1 of the following)	<input type="text"/>	Created By:	<input type="text"/>
		Date:	<input type="text"/>

**Corporate Address**

Company Name Line 1 *	<input type="text"/>		
Company Name Line 2	<input type="text"/>		
Contact / Attention	<input type="text"/>		
Street *	<input type="text"/>		
Zip Code *	<input type="text"/>	Phone	<input type="text"/>
City *	<input type="text"/>	State *	<input type="text"/>
Country *	<input type="text"/>	E-Mail	<input type="text"/>
Bank Data (voluntary information)	<input type="text"/>		

**Bill-to Address**

Company Name Line 1 *	<input type="text"/>		
Company Name Line 2	<input type="text"/>		
Contact / Attention	<input type="text"/>		
Street *	<input type="text"/>		
Zip Code *	<input type="text"/>	Phone	<input type="text"/>
City *	<input type="text"/>	State *	<input type="text"/>
Country *	<input type="text"/>	E-Mail *	<input type="text"/>
Finance E-mail to be used for E-Invoicing *	<input type="text"/>		

**Ship-to Address**

Company Name Line 1 *	<input type="text"/>		
Company Name Line 2	<input type="text"/>		
Contact / Attention	<input type="text"/>		
Street *	<input type="text"/>		
Zip Code *	<input type="text"/>	Phone	<input type="text"/>
City *	<input type="text"/>	State *	<input type="text"/>
Country *	<input type="text"/>	E-Mail	<input type="text"/>
Shipping Method Preference *	<input type="text"/>		
Shipping Account Number (Collect)	<input type="text"/>		

# Agreement for Credit

FOR THE PURPOSE OF OBTAINING MERCHANDISE FROM SELLER ON CREDIT, THE ABOVE STATEMENT IN WRITING IS MADE, INTENDING THAT SELLER SHOULD RELY ON THE SAME AS CORRECT. BUYER FURTHER AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREINBELOW.

**As consideration for the advancement of credit, he undersigned agree as follows:**

1. To be bound by all of the terms and conditions contained in this application.
2. Seller may, at any time, without notice, cancel all credit available to Buyer and refuse to make any further credit advances. In the event Seller determines that information contained on this Credit Application is false or misleading, or if Seller receives other false or misleading credit information from Buyer of any kind or nature, Seller may without further notice cancel any orders in house, or any deliveries in progress to Buyer. Any false or misleading information by Buyer shall be construed as a material default, and any invoices outstanding shall be immediately due and payable in full.
3. To pay all costs and attorney's fees incurred by Seller in relation to the interpretation or enforcement of any or all of our obligations hereunder, whether or not suit is filed.
4. That this agreement has been entered into and any action brought hereunder shall be brought in the federal or state courts located in said county and state.
5. The undersigned warrants and represents to Seller that the business entity we represent is solvent and is able to pay our obligations as they become due. The business entity we represent will not place any order with Seller unless it reasonably believes that it will be solvent and able to pay its obligations as they become due at the expected time of shipment
6. That the Seller may use this agreement with any bank or other kind of financial institution for the purpose of obtaining all personal and business financial information of any kind or nature in the name of us, and/or the entity we represent.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_



**PAYMENT INFORMATION for Reach Technology**

REMIT TO for Check Payments (Regular Mail)

Novanta Corporation  
PO Box 15905  
Chicago, IL 60693 USA

Wire Transfer / ACH Transfer / Letter of Credit Remit Instructions

Novanta Corporation  
Bank Acct. # 004627186374  
Bank of America  
222 Broadway  
New York, NY 10038 USA  
ABA # for ACH: 011000138  
ABA # for Wires: 026009593  
SWIFT Code: BOFAUS3N

Courier Overnight Packages

Bank of America Lockbox Services  
Novanta Corporation Lockbox # 15905  
540 W Madison, 4th Floor  
Chicago IL 60661

FED TAX ID: 38-1859358

To receive tax exempt status, Tax Exempt/Resale Certificate must be provided with P.O.

For questions, comments, or concerns regarding balances due, payments, or credit limits, please contact the Credit & Collection Department.

Credit & Collection Department  
Novanta Corporation  
125 Middlesex Turnpike  
Bedford, MA 01730  
Email: [accounts.receivable@reachtech.com](mailto:accounts.receivable@reachtech.com)

All quotes and orders are subject to the Novanta Corporation Terms and Conditions.

Reach Technology is a product line of Novanta.

*Effective: 08/16/2017*



## Corporate Credit References

**Novanta Corporation**  
125 Middlesex Turnpike  
Bedford, MA 01730-1409  
781-266-5700

### Bill to:

**Novanta Corporation**  
125 Middlesex Turnpike  
Bedford, MA 01730-1409  
Tel: 781-266-5700

### Credit & Collection Manager:

Angela Dunn  
Email: [angela.dunn@novanta.com](mailto:angela.dunn@novanta.com)  
Tel: 315-218-1331  
Fax: 315-484-5062

### Accounts Payable Contact:

Email: [accountspayable@novanta.com](mailto:accountspayable@novanta.com)  
Tel: 781-266-5747

### Bank References:

Bank of America  
**Account #: 521-95411**

**Dunn & Bradstreet #: 04-376-9173**

**Tax ID #: 38-1859358**

## Business References

### Cirtronics Corporation

528 Route 13 South  
PO Box 130  
Milford, NH 03055  
Tel: 603-249-9190  
Fax: 603-249-9192  
Contact: Judy Masson

### C & C Machine, Inc.

78 Progress Ave.  
PO Box 490  
Tyngsboro, MA 01879  
Tel: 978-649-0285  
Fax: 978-649-0286  
Contact: Ellie Wheeler

### Task Micro-Electronics

16700 Trans-Canada Highway  
Kirkland, QC Canada  
Tel: 514-697-6616  
Contact: Lorraine Downs  
Email: [Lorraine@taskmicro.com](mailto:Lorraine@taskmicro.com)

### Stanley Supply & Services

335 Willow Street  
Andover, MA 01845  
Tel: 978-974-1461  
Fax: 888-314-1646  
Contact: Shelia Allan  
Email: [shelia.allan@sbdinc.com](mailto:shelia.allan@sbdinc.com)



To Our Valued Customer:

We are in need of your current Sales Tax Exemption Certificate or Resale Certificate for our files.

If you believe that your purchases are exempt from sales tax, please check the box and return with the appropriate tax document.

Purchase is taxable

Purchases are for resale or are component parts to be used in manufacturing

We have a Direct Pay Permit from the state

We appreciate your prompt assistance in this matter.

Thank you in advance for your cooperation,

Angela Dunn

Credit & Collection Manager

Novanta

125 Middlesex Turnpike

Bedford, MA 01730

Phone: 315-218-1331

Fax: 315-484-5062

[angela.dunn@novanta.com](mailto:angela.dunn@novanta.com)

# UNIFORM SALES & USE TAX CERTIFICATE—MULTIJURISDICTION

The below-listed states have indicated that this form of certificate is acceptable, subject to the notes on pages 2-4. The issuer and the recipient have the responsibility of determining the proper use of this certificate under applicable laws in each state, as these may change from time to time.

Issued to Seller: \_\_\_\_\_

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

I certify that:

Name of Firm (Buyer): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

is engaged as a registered

- Wholesaler
- Retailer
- Manufacturer
- Seller (California)
- Lessor (see notes on pages 2-4)
- Other (Specify) \_\_\_\_\_

and is registered with the below listed states and cities within which your firm would deliver purchases to us and that any such purchases are for wholesale, resale, ingredients or components of a new product or service<sup>1</sup> to be resold, leased, or rented in the normal course of business. We are in the business of wholesaling, retailing, manufacturing, leasing (renting) the following:

Description of Business: \_\_\_\_\_

General description of tangible property or taxable services to be purchased from the seller: \_\_\_\_\_

State	State Registration, Seller's Permit, or ID Number of Purchaser	State	State Registration, Seller's Permit, or ID Number of Purchaser
AL <sup>1</sup>	_____	MO <sup>16</sup>	_____
AR	_____	NE <sup>17</sup>	_____
AZ <sup>2</sup>	_____	NV	_____
CA <sup>3</sup>	_____	NJ	_____
CO <sup>4</sup>	_____	NM <sup>4,18</sup>	_____
CT <sup>5</sup>	_____	NC <sup>19</sup>	_____
DC <sup>6</sup>	_____	ND	_____
FL <sup>7</sup>	_____	OH <sup>20</sup>	_____
GA <sup>8</sup>	_____	OK <sup>21</sup>	_____
HI <sup>4,9</sup>	_____	PA <sup>22</sup>	_____
ID	_____	RI <sup>23</sup>	_____
IL <sup>4,10</sup>	_____	SC	_____
LA	_____	SD <sup>24</sup>	_____
KS	_____	TN	_____
KY <sup>11</sup>	_____	TX <sup>25</sup>	_____
ME <sup>12</sup>	_____	UT	_____
MD <sup>13</sup>	_____	VT	_____
MI <sup>14</sup>	_____	WA <sup>26</sup>	_____
MN <sup>15</sup>	_____	WI <sup>27</sup>	_____

I further certify that if any property or service so purchased tax free is used or consumed by the firm as to make it subject to a Sales or use Tax we will pay the tax due directly to the proper taxing authority when state law so provides or inform the seller for added tax billing. This certificate shall be a part of each order which we may hereafter give to you, unless otherwise specified, and shall be valid until canceled by us in writing or revoked by the city or state.

Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.

Authorized Signature: \_\_\_\_\_  
(Owner, Partner or Corporate Officer)

Title: \_\_\_\_\_

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