

Credit Application

Complete this application and fax pages 1–4 to +1 703–378–6058 or include it with your purchase order. Please type or print legibly, or use the form fill-in feature available in newer versions of the Adobe Acrobat reader.

You must complete this application before we will accept purchase orders from your company. For information on purchasing methods that do not require credit approval please see <http://www.arcanadev.com/shop>. For questions about this application please contact us by e-mail at sales@arcanadev.com.

The application must be signed by an individual authorized to enter into contracts on behalf of the company. Incomplete applications will result in a delay in processing your application and accepting your order.

Note: We report payment experiences to Dun & Bradstreet. Late payments will adversely affect your D&B credit rating.

Company Information

Full Company Name: _____
 Parent Company: _____
 Tax ID Number: _____
 DUNS Number: _____
 Years in Business: _____

Business Type:

Corporation State of Incorporation:
Sole Proprietor Owner Name: Owner's SSN:
Partnership
LLC State of Organization:
Other Specify:

Names of Principals/Officers/Member Managers/Partners

Title	Name
President / Manager 1 / Partner 1	_____
Vice President / Manager 3 / Partner 2	_____
CFO / Manager 3 / Partner 3	_____
Controller / Manager 4 / Partner 4	_____

Contact Information

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Invoice Address: _____

AP Contact Name: _____

Telephone Number: _____

Fax Number: _____

Bank Reference

Name: _____

Address: _____

Contact Name: _____

Telephone Number: _____

Fax Number: _____

Account Numbers: _____

Credit References

List lenders and/or suppliers

Credit Reference 1

Name: _____

Address: _____

Contact Name: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Credit Reference 2

Name: _____

Address: _____

Contact Name: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Credit Reference 3

Name: _____

Address: _____

Contact Name: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Customers Outside the U.S.

Payments must be made in U.S. dollars by a check (cheque) *drawn on a U.S. bank*. Payments in currencies other than USD or drawn on a bank outside the U.S. will not be honored.

Payment is due for the full amount indicated on your invoice or order summary. Any taxes, duties, currency conversion charges, bank service fees, or other fees and charges are *your responsibility*.

If you wish to make payment by wire transfer please check the box below. Your invoice will include a \$15 service charge per invoice to cover the cost to us of accepting the wire transfer. (Any fees imposed by your bank for making the transfer are your responsibility.) Bank information will be included on the invoice.

We wish to make payment by wire transfer and hereby agree to a wire transfer service charge of \$15 per invoice (subject to change without notice).

Additional Documentation

A copy of the company's current financial statement (balance sheet and income statement) must accompany this application.

Certification

I certify that I am an officer of the company named above and am authorized to represent the company and to enter into contracts on behalf of the company. I hereby release any and all credit or financial information to Arcana Development, LLC, or its assignees.

I/We accept the conditions of sale as described in the following pages. I/We agree that Arcana Development's terms and conditions shall supersede any terms, conditions, restrictions, or requirements included with, referenced by, or incorporated into any orders that I/We submit to Arcana Development, except where alternative terms have been agreed to in writing by both parties.

I/We agree to make all payments within Arcana Development's 30-day payment term and to pay a late payment charge (as described in the purchasing conditions below) for any invoices paid late. In the event it becomes necessary for Arcana Development to file a lien or suit or to engage a collection agency or attorney in relation to an order submitted by me/us, I/We agree to bear all expenses incurred by Arcana Development, including but not limited to attorney fees, court costs, and interest.

Name (Printed): _____ Title: _____
Signature _____ Date: _____

Terms and Conditions Governing Credit Purchases from Arcana Development

These terms and conditions apply to any credit orders (e.g., purchase orders) placed with Arcana Development, LLC.

Governing Law

This credit application, conditions, and all other matters related to purchases from Arcana Development shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without giving effect to any principles of conflicts of law. Except for equitable relief sought by Arcana Development, which may be sought in any court of competent jurisdiction, customer consents to the exclusive jurisdiction of the State and Federal courts located in Virginia.

Payment Terms

Payments are due within 30 days of the invoice date. Late payments are subject to a late-payment fee of 1.5% per month, with a minimum \$5 fee. **Payment must be made by check in U.S. dollars drawn on a U.S. bank, or by wire transfer.** Wire transfers are subject to a \$15 service charge.

Taxes and Duties

Arcana Development collects sales tax for orders billed to customers in the Commonwealth of Virginia. Customers in other states are responsible for reporting and paying any applicable sales tax as required by law. Customers outside the United States are responsible for any taxes, duties, or fees required by local law.

Software License Agreements

All purchases of software licenses from Arcana Development require that you accept the license agreement(s) for the software you are purchasing prior to making your purchase. By making a purchase you indicate that you accept the terms of the license agreement(s). License agreements are available for review prior to your order at our web site, <http://www.arcanadev.com/>.

Returns and Exchanges

Arcana Development provides generous 60-day, fully-functional evaluation versions of our software. Please take advantage of this and evaluate the software thoroughly to determine that it meets your needs before you make your purchase.

Due to piracy concerns we cannot allow the return of software after an electronic license certificate has been delivered to the customer. Customers who have received a CD version of the software only (without an electronic license certificate) may return the software (shipped at the customer's expense) provided that the original seal on the CD package is intact. Returns are subject to a 15% restocking fee. Shipping/handling charges are not refundable.

Defective installation media will be exchanged or a refund issued, at the customer's option. A refund in this case applies only to the charge for the media and shipping/handling charges. The software license itself cannot be returned except under the circumstances described in the previous paragraph.

Substitute Form W-9

Request for Taxpayer Identification Number and Certification

Business Name: Arcana Development, LLC
Business Type: Other: Virginia Limited Liability Company
Address: PMB 316
4094 Majestic Ln
Fairfax, VA 22033

Part I: Taxpayer Identification Number (TIN)

Employer Identification Number (EIN): 54-2022791

Part II: For Taxpayers Exempt from Backup Withholding

N/A

Part III: Certification

Under penalties of perjury I certify that:

- (1) The number shown on this form is the correct taxpayer identification number, and
- (2) Arcana Development, LLC, is not subject to backup withholding because Arcana Development, LLC, has not been notified by the Internal Revenue Service that it is subject to backup withholding as a result of a failure to report all interest or dividends.

Signature:  Date: September 1, 2001

William L. Wingate III, President, Arcana Development, LLC

Ordering Procedures

Submit your credit application prior to or with your first order.

Quotes

Current pricing information is available at www.arcanadev.com/shop/catalog.asp. If you need a quote you can obtain one (and get a discount) by following the instructions at <https://www.arcanadev.com/shop/order.asp>. If you need a quote by e-mail or fax, contact us by e-mail at sales@arcanadev.com.

Orders

Purchase orders may be mailed to:

Arcana Development, LLC
PMB 316
4094 Majestic Ln
Fairfax, VA 22033
USA

Or faxed to:

+1 703-378-6058

If you want confirmation of your order, be sure to include an e-mail address on your order.

Orders submitted using our online order form at <https://www.arcanadev.com/shop/order.asp> will receive a discount. This online order form can be used for purchase orders.

Payments

Payments are due within 30 days of the invoice date. Make checks payable to Arcana Development, LLC and mail payments to:

Accounts Payable
Arcana Development, LLC
PMB 316
4094 Majestic Ln
Fairfax, VA 22033
USA

Contacting Us

For questions regarding an order please contact us by e-mail at sales@arcanadev.com. Orders are not accepted by telephone.