



*** Address Change
Please update
your records.**

16 Somerset Place | Clifton, NJ 07012
Phone: 1-973-249-0854 | Fax: 973-249-0855
Info@AJVS.com | www.AJVS.com

RE: Sales Tax Exemption Request

Dear Sir or Madam:

A & J Vacuum Services, Inc. is requesting the resale/exemption certificates for all new customer accounts. By law, we are required to collect sales and/or use taxes on all purchases unless the customer can provide us with a current valid resale/exemption certificate applicable for the state(s) in which your purchase(s) are shipped. We request that our customers provide a current copy of their company's resale/sales tax exemption certificate or export license for us to keep on file for future purchases. Please be sure to **date and sign** the resale/exemption certificate(s) and submit the document(s) as soon as possible to avoid order processing delays.

If you **cannot** provide a new sales tax exemption certificate or export license, please mark and confirm the reason below and your account will be taxable on all future purchases:

_____ My business is taxable please apply sales tax on all future purchases.

Company Name: _____

By: _____ Date: _____
Authorized Handwritten Signature

Please note: A seller's permit is not an acceptable tax document.

If you have any further questions regarding the completion of the forms, state specific regulations that may apply, or other sales tax related questions, please contact A & J Vacuum Services and we will be glad to assist you in any way to expedite the process.

We ask that you please return the completed form(s) at the point of purchase or earlier, otherwise we will be required to charge sales tax on all future transactions.

Please return the complete forms to:

Accounting Department
Phone: 973-249-0854
Fax: 973-249-0855
E-mail: accounting@ajvs.com

Thank you for your cooperation and prompt response in this matter.

Sincerely,

A & J Vacuum Services Inc.