

Company Information

Company Name	<input type="text"/>	PST #	<input type="text"/>	Years In Business?	<input type="text"/>
Address	<input type="text"/>		Shipping Address (if different)		
	<small>CITY</small>	<small>PROVINCE</small>	<small>POSTAL CODE</small>	<input type="text"/>	
Phone	<input type="text"/>	Fax	<input type="text"/>	<input type="text"/>	
Email Address	<input type="text"/>		<input type="text"/>		
	<small>CITY</small>	<small>PROVINCE</small>	<small>POSTAL CODE</small>	<input type="text"/>	
Principal Owner(s)	<input type="text"/>		& <input type="text"/>		

Credit Information

Name of Bank	<input type="text"/>	Transit	<input type="text"/>	
Address	<input type="text"/>		Account Number	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>	
	<input type="text"/>		Account Manager	<input type="text"/>

Business References

List four (4) credit references/firms extending credit at present time

1. Name	<input type="text"/>	Phone	<input type="text"/>	Fax	<input type="text"/>	
Address	<input type="text"/>		City			<input type="text"/>
2. Name	<input type="text"/>	Phone	<input type="text"/>	Fax	<input type="text"/>	
Address	<input type="text"/>		City			<input type="text"/>
3. Name	<input type="text"/>	Phone	<input type="text"/>	Fax	<input type="text"/>	
Address	<input type="text"/>		City			<input type="text"/>
4. Name	<input type="text"/>	Phone	<input type="text"/>	Fax	<input type="text"/>	
Address	<input type="text"/>		City			<input type="text"/>

Terms & Credit Controls

INVOICES

- Invoices will be mailed promptly and in duplicate.
- We include two (2) samples with each invoice.
- Our terms are net 30 days.
- When an invoice becomes 45 days past due, production will be stopped on all orders in process. No other orders will be entered until all past due invoices are paid.
- If an account is collected by an attorney or outside agency, any costs incurred will be paid by the dealer before any other orders are entered for production.

COMPLAINTS

- All complaints will be handled promptly.
- In the event of a plant error and the job must be rerun, a Credit Memo will be issued for the quantity of forms returned and a new invoice issued when the rerun is shipped.

GENERAL

- Negatives and plates are the property of our dealer, however the plates are not generally reusable.
- All dealer's property on our premises is held at the dealer's risk.
- Shipping is included on all printed orders, any destination in Canada (by ground using our contracted carrier).
- We stand behind our product 100%.
- We never ship overruns. In rare cases where 5% or less of the order is spoiled in manufacturing, we will invoice pro-rata and advise of missing numbers.
- Plant liability for errors is limited to the replacement of the forms by the plant or credit for forms invoiced. The plant cannot be responsible for any consequential costs incurred such as computer time, etc.
- The above credit references are given with full authorization to **Factor Forms Inc.** and its' related companies to collect all relevant information related to the present application from any party and to retain and use it. I authorize any party, as applicable, to provide **Factor Forms Inc.** with such information. I authorize **Factor Forms Inc.** to communicate this information to any party as may be required by **Factor Forms Inc.**

By applying my signature to this agreement, I acknowledge that I have read and agree to all terms and conditions hereon.

Date

Name & Title

Signature required

Print, Sign and Fax to Factor Forms