

CREDIT APPLICATION



Business Information		Description of Business	
Legal Name		Type of Business	
Trade Name (if different)		In Business Since?	
Address		Credit Requested	Business Property Own ___ Rent ___
Phone #	Fax #	Business Structure <input type="checkbox"/> Corporation <input type="checkbox"/> Division/Subsidiary <input type="checkbox"/> Sole Proprietorship	
GST Registration #	Vendor Permit # (PST)		

Company Principals

Name	Home Address		
SIN #	Title	Phone	
Name	Home Address		
SIN #	Title	Phone	

Bank References

Name of Bank	Contact Name		
Address	Phone #	Fax #	

Trade References *(Please indicate references other than Paper Merchants)*

1. Company	Address		
Contact	Phone #	Fax #	
2. Company	Address		
Contact	Phone #	Fax #	
3. Company	Address		
Contact	Phone #	Fax #	

Confirmation of Information Accuracy and Release of Authority to Verify

I hereby certify that the information in this credit application is correct. The information included in this credit application is to be used to determine the amount and conditions of credit to be extended. I understand that the other sources of credit considered necessary in making the determination may also be used. Further, I hereby authorize the bank and trade references listed in this credit application to release the information necessary to assist in establishing a line of credit.

Signature

Title

Date

POLICY STATEMENT: INITIAL ORDER FROM NEW ACCOUNTS WILL NOT BE PROCESSED UNLESS ACCOMPANIED BY THE ABOVE REQUESTED INFORMATION.

TERMS: NET 30 DAYS FROM DATE OF INVOICE UNLESS OTHERWISE STATED

Customer Credit Terms

Terms

Total payment is due thirty (30) days following date of invoice. Sterling Lithographers Inc. reserves the right to establish at any time credit limits, as well as the right to place the Customer on C.O.D. terms without prior notice. New Customers are C.O.D. for first order or until credit established.

Cancellation of Order

Written confirmation of Cancellation must be received prior to the start of production.

Payments

All payments must be received by Sterling Lithographers Inc. on or before the last business day of the month in order to be reflected in the current month's statement.

C.O.D. Status

Failure to clear an outstanding balance within sixty (60) days following the oldest unpaid invoice may automatically initiate suspension of shipments and C.O.D. action without prior notice.

Interest Charges

Sterling Lithographers Inc. reserves the right to charge interest on any outstanding amounts over (30) days. When interest is charged, it will be calculated at the rate of 1.5% (19.56% per annum) or at such other rates that may be set by Sterling Lithographers Inc. from time to time.

Re-Installment to Open Account

Once C.O.D. action has been initiated, the customer may not be returned to open account status until:

- (a) the past due and current balance has been paid and;
- (b) the account is, in the opinion of Sterling Lithographers Inc., able to meet their credit obligations.

Credit Notes

Credit notes are applied as advised by the Customer or otherwise at Sterling Lithographers Inc.'s discretion. If these invoices have been paid, the total amount of credit notes issued in any given month is applied against the total amount of invoices issued in the same month. If the credit note balance exceeds the invoicing balance, the difference is applied against the next oldest outstanding balance.

In the case of a customer who is on a C.O.D. basis, credit notes will automatically be applied against the oldest balance. Where the credit notes issued during the month exceed all outstanding invoices, the resulting credit balance on the statement will be applied against future purchases.

PROTECTING YOUR PRIVACY

At Sterling Lithographers Inc., We Are Committed To Protecting Your Privacy

This is our privacy commitment to you:

1. Personal, privileged and/or confidential information about customers is collected, used, disclosed and retained only for the purposes identified by Sterling Lithographers Inc. as necessary.
2. We do not sell, give or rent Customer information to any organization or individual unless it is necessary to provide services to our customers.
3. Your personal information is processed and stored in secure and confidential databases with strict access control.

Our complete Privacy Policy is available on the web at: www.sterlinglitho.com or contact us at 992 Dillingham Rd., Pickering ON L1W 1Z6, Tel: 905-839-4657.

Thank you for choosing Sterling Lithographers Inc.

