

# payment application new dealer

How did you hear about us? \_\_\_\_\_

COMPANY NAME	OWNER	YEAR OF ESTABLISHMENT	
ADDRESS	CITY	STATE	ZIP
PHONE	FAX	E-MAIL ADDRESS	

**Bill To Info (if different than company info)**

COMPANY NAME			
BILLING ADDRESS	CITY	STATE	ZIP
ACCTS PAYABLE/CONTACT PERSON	PHONE	FAX	

I hereby acknowledge and understand that any goods and/or services sold to us by *Business Cards Plus* are for resale and therefore exempt from taxation. I understand that my company is responsible for all sales tax incurred from any transaction with *Business Cards Plus*. **My Sales Tax I.D. Number is:** \_\_\_\_\_

**Select Your Preferred Method of Payment:**

- MC / Visa / AmEx    
  C.O.D. / Pre-Pay with order    
  **Net-30\*** *Credit approval can take up to 3-4 wks. Please provide an alternative means of payment until approval is confirmed.*




**\* ANY REQUEST FOR AN OPEN ACCOUNT MUST MEET THESE REQUIREMENTS:**

1. Average \$200.<sup>00</sup> per month in sales.
2. Must have been in business for at least two years.
3. Supply three industry related references.

**CUSTOMER BANKCARD PRE-AUTHORIZATION FORM –**

\_\_\_\_\_ authorizes *Business Cards Plus* to keep records of the signature on file and to charge the listed Bankcard account for all future purchases. This authorization will remain in effect until either party provides a 10-day written notification of account changes. *Business Cards Plus* also agrees to notify Cardholder in the event that the purchase amount exceeds the pre-authorization limit for confirmation.

**CARDHOLDER INFORMATION**

CARDHOLDER NAME (AS IT APPEARS ON CARD)	EXPIRATION DATE	TYPE OF CARD (PLEASE CIRCLE)
_____	_____	  
CARD NUMBER	DATE	
_____	_____	

p.o. box 644, portage mi 49024-0644  
 269.327.7727 • 269.327.8362 fax  
 800.875.7727 • 800.875.7700 fax

a service-oriented printing company specializing in thermography, foiling & embossing™

REV 6/11/06

# application credit check

MUST BE COMPLETED IN FULL

\*\*\* CONFIDENTIAL \*\*\*

**NOTE:** Failure to fully complete all sections of this application will delay account approval.

Company Name \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Accts Payable/Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Shipping Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

## TRADE REFERENCES

**Any request for an open account must meet these requirements:**

1. Average two hundred dollars per month in sales.
2. Must have been in business for at least two years.
3. Required to supply three industry related references.

REFERENCE \_\_\_\_\_ ACCT#/CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY STATE, ZIP \_\_\_\_\_ FAX \_\_\_\_\_

REFERENCE \_\_\_\_\_ ACCT#/CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY STATE, ZIP \_\_\_\_\_ FAX \_\_\_\_\_

REFERENCE \_\_\_\_\_ ACCT#/CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY STATE, ZIP \_\_\_\_\_ FAX \_\_\_\_\_

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REV'D 9/08

# business cards plus' credit policy

## DOMESTIC CUSTOMERS

All new customers will be C.O.D. or Credit Card **only**, until credit references are checked and your account meets *Business Cards Plus'* requirements for Net-30 accounts. (Approval takes approximately three weeks).

## INTERNATIONAL CUSTOMERS

All international customers will be C.O.D. or Pre-pay **only**.

## REQUIREMENTS FOR NET-30

- Must supply at least three good credit references, no bank references.  
(Industry-related references)
- Average \$200.<sup>00</sup> per month in sales with *Business Cards Plus*.
- Must have been in business at least two years.

## CREDIT TERMINATION OR HOLD

*Business Cards Plus* reserves the right to terminate credit with any company that has invoices past due over 60-days. This means that at the discretion of our Accounts Receivable Department, your account could be placed on C.O.D. or Credit Card for future orders.

*In addition, your account will be put on **credit hold**.*

- **No new orders** will be processed for customers on **credit hold**.
- **No completed orders** will be shipped for any customer on **credit hold**.
- **Any orders in process** will be pulled from production and **put on hold**.
- A customer placed on **credit hold** will remain on hold until all invoices past due are paid.

***It is your responsibility to know the status of your account.***

Accounts over 90-days will be placed for collection. If we are forced to retain a collection agency or an attorney to collect past due invoices, all costs incurred will become the customer's obligation to pay, in addition to the amount owed.

If any invoice is disputed for any reason, you must contact Customer Service and/or Accounts Receivable immediately so that the situation can be properly reconciled.

*Business Cards Plus* will not be responsible for late dates caused by your account being placed on **credit hold**.

## STATEMENTS

Statements are faxed monthly.

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