

Company Information

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

Credit Information

Name of Bank			Transit	
Address			Account Number	
Phone		Fax	Account Manager	

Business References

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

1. Name			Phone		Fax	
Address			City			
2. Name			Phone		Fax	
Address			City			
3. Name			Phone		Fax	
Address			City			
4. Name			Phone		Fax	
Address			City			

Terms & Credit Controls

INVOICES

1. Invoices will be mailed promptly and in duplicate.
2. We include two (2) samples with each invoice.
3. Our terms are net 30 days.
4. 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.
5. 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

1. All complaints will be handled promptly.
2. In the event of a plant error and the job must be rerun, the job will be rerun at no charge. If partial forms are returned, a credit memo will be issued.

GENERAL

1. All dealer's property on our premises is held at the dealer's risk.
2. Shipping is included on all printed orders, any destination in Canada (by ground using our contracted carrier).
3. We stand behind our product 100%.
4. 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.
5. 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.
6. Signing below gives Factor Forms Inc. permission to send our monthly emails to the email addresses provided. We do not share, sell or rent personal information with any third party unless ordered by a court of law. You may unsubscribe to emails at any time.
7. 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.

		<small>Signature required</small>
Date	Name & Title	Print, Sign and Fax to Factor Forms