

Date _____

CREDIT APPLICATION

APPLICANT

Name _____
 Phone _____ Fax _____
 Billing Address _____
 City _____ St _____ Zip _____
 Shipping Address _____
 City _____ St _____ Zip _____
 E-Mail _____
 Years at this Address _____ Principle business activity _____

OWNERSHIP

Sole Proprietor Partnership Corporation Non-profit

PRINCIPLES

#1 Name _____
 Home Address _____
 City _____ St _____ Zip _____
 SS# _____ Home Phone _____
#2 Name _____
 Home Address _____
 City _____ St _____ Zip _____
 SS# _____ Home Phone _____

TAX STATUS

Federal Employer # _____ State Tax Exempt # _____ (attach form)
 Are you buying to resell? yes no (check one)
 Bank _____
 Branch Address _____
 Branch Officer _____
 Account # _____ Email _____
 Phone _____ Fax _____
 Is a purchase order required before accepting work? yes no (check one)

CREDIT REFERENCES

Fax numbers greatly expedite the credit approval process

#1 Name _____
 Address _____
 City _____ St _____ Zip _____
 Account # _____ Email _____
 Phone _____ Fax _____
#2 Name _____
 Address _____
 City _____ St _____ Zip _____
 Account # _____ Email _____
 Phone _____ Fax _____
#3 Name _____
 Address _____
 City _____ St _____ Zip _____
 Account # _____ Email _____
 Phone _____ Fax _____

DIGITAL STORAGE LIMITATIONS ON LIABILITY POLICY

New England Reprographics stores digital information as a courtesy for our customers. We do not charge our customers for this service. In the event information is lost through our negligence or by other fault, digital storage is without warranty or liability and recovery for any incidental or consequential damages is excluded.

FILE STORAGE POLICY

- NER will store on file architectural digital files (when requested) for a period of six (6) months from the last print date.
- Architectural files which have NOT been active for over a period of six (6) months will be purged from our digital storage.
- NER will store original conceptual artwork for a period of two years from the last print date.
- NER will store Fine Art files for a period of two years from the last print date.

SCANNED IMAGES

- We only save files of scanned images that we print.
- We recommend you check any images we scan for you immediately to insure you have the files and they are your images.

FINANCE CHARGES ON PURCHASES

The undersigned in consideration of the extension of credit by New England Reprographics and Supply Company toward purchases hereby agrees to pay a charge of one and one half percent per month on the unpaid balance posted to the undersigned's account. No finance charge will be assessed for those purchases paid in full within 30 days of the date of the invoice issued therefore.

Sign _____ Date _____

TERMS

Credit terms for payment are NET 30 DAYS from date of invoice. Statements are sent for those customers who wish to pay by statement. **We will require a credit card to be on file for your account.**

Payments not received by the 20th of the following month will be processed to the credit card on file.

VISA MASTERCARD DISCOVER

Credit Card _____ Exp _____ CVC _____

Name on Card _____

Billing Address _____ Zip _____

Sign _____ Date _____

Print _____

Additional Authorized Purchaser _____

Position of Additional Purchaser _____

We certify that all the information on this form is correct. We fully understand your credit terms and agree to proper payment in consideration of the credit extended.

ELECTRONIC COPY OF INVOICES & STATEMENTS

Billing email address _____

RETURN CHECK POLICY

There will be a \$20.00 charge for any returned checks.

RETURN POLICY

New England Reprographics and Supply Co. honors supply returns for 30 days from invoice date. All returns must be accompanied by a copy of the invoices. Please allow 5 business days for returns to be processed.

SPECIAL ORDERS

All special orders will require a deposit of 50% with the remaining balance due at time of delivery. Deposits may not be refundable; or you may be charged a restocking fee of 20% of the pre-taxed amount of you do not accept delivery of merchandise ordered. Special orders will be charged freight.

DELIVERY & PICK UP CHARGES

New England Reprographics & Supply Co. offers two methods of delivery: NER courier service and United Parcel Service. Please call for our current rates and policy's. Delivery rates are subject to change without notice.

AMOUNT OF CREDIT APPLIED FOR

\$250 \$500 \$1000 \$1500 \$2000 \$3000 \$3000+