

**COMPANY INFORMATION**

Company Name	<input style="width: 95%;" type="text"/>	PST #	<input style="width: 95%;" type="text"/>	Years in Business	<input style="width: 95%;" type="text"/>
Address	<input style="width: 98%;" type="text"/>				
	CITY	PROVINCE	POSTAL CODE	<input style="width: 98%;" type="text"/>	
Phone	<input style="width: 60%;" type="text"/>	Fax	<input style="width: 35%;" type="text"/>		
Email Address	<input style="width: 98%;" type="text"/>				
	CITY	PROVINCE	POSTAL CODE	<input style="width: 98%;" type="text"/>	
Principal Owner(s)	<input style="width: 98%;" type="text"/> & <input style="width: 35%;" type="text"/>				

**CREDIT INFORMATION**

Company Name	<input style="width: 95%;" type="text"/>	Transit	<input style="width: 95%;" type="text"/>
Address	<input style="width: 98%;" type="text"/>		
Phone	<input style="width: 60%;" type="text"/>	Fax	<input style="width: 35%;" type="text"/>
		Account Number	<input style="width: 98%;" type="text"/>
		Account Manager	<input style="width: 98%;" type="text"/>

**BUSINESS REFERENCES**

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

1. Name	<input style="width: 95%;" type="text"/>	Phone	<input style="width: 95%;" type="text"/>	Fax	<input style="width: 95%;" type="text"/>
Address	<input style="width: 98%;" type="text"/>				
2. Name	<input style="width: 95%;" type="text"/>	Phone	<input style="width: 95%;" type="text"/>	Fax	<input style="width: 95%;" type="text"/>
Address	<input style="width: 98%;" type="text"/>				
3. Name	<input style="width: 95%;" type="text"/>	Phone	<input style="width: 95%;" type="text"/>	Fax	<input style="width: 95%;" type="text"/>
Address	<input style="width: 98%;" type="text"/>				
4. Name	<input style="width: 95%;" type="text"/>	Phone	<input style="width: 95%;" type="text"/>	Fax	<input style="width: 95%;" type="text"/>
Address	<input style="width: 98%;" type="text"/>				

**TERMS & CREDIT CONTROLS**

**INVOICES**

1. Invoices will be mailed promptly and in duplicate.
2. When available, 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.

		Signature required
Date	Name & Title	Print, Sign and Return to Factor Forms