

→ CREDIT APPLICATION



Company Name: _____ Date Established: _____

Address: _____

Phone Number: _____ Fax Number: _____

EIN Number: _____ Partnership Corporation Personal Other

OFFICERS' NAMES

President: _____

Treasurer: _____

Vice President: _____

Secretary: _____

TRADE REFERENCES	ADDRESS	ACCOUNT NO	PHONE
1			
2			
3			
4			

BANK REFERENCES	ACCOUNT NO	CONTACT	PHONE
1			

***** IF TAX EXEMPT, PLEASE INCLUDE PHOTOCOPY OF EXEMPTION CERTIFICATE (MULTI JURISDICTION FORM IF POSSIBLE) REFERENCING HERITAGE PRINTING SERVICE*****

CONFIRMATION OF INFORMATION ACCURACY AND RELEASE OF AUTHORITY TO VERIFY

We hereby certify that the information in this credit application is correct. The information included in this credit application is for use by Heritage Printing Service in determining the amount and condition of credit to be extended. We understand that Heritage Printing Service may also utilize other sources of credit, which it considers necessary in making this determination, further, we hereby authorize the bank and trade references listed in this application to release the information necessary to assist Heritage Printing Service in establishing a line of credit. Freight items are FOB Factory. **INITIAL ORDER FROM NEW ACCOUNTS WILL NOT BE PROCESSED UNLESS ACCOMPANIED BY THIS FORM COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY REQUESTING CREDIT.**

→ CREDIT POLICY & BILLING TERMS

Our Terms of Sale are: NET (30) Thirty Days and the payment is due within (30) days from the date of our invoice.

- A.** In exchange for approval of credit, the customer agrees to the terms & conditions of sale stated on each invoice.
- B.** Any account balance unpaid in (60) sixty days will be reasonable cause (at our discretion) for the account to be placed on C.O.D.
- C.** Any account with an outstanding balance of (90) ninety days will be placed with a legal representative of the company for appropriate collections unless arrangements were made previously to satisfy the outstanding balance. In event an account is placed for collection, then the customer agrees to pay all costs and expenses incurred in collecting the account, including, but not limited to: court costs, service fees, certified mail costs and actual attorney's fees of not less than 25%.
- D.** All balances, which are unpaid (30) thirty days after invoice date, will incur service charges at a rate of 1.5% per month.
- E.** This Credit Application, together with all agreements and transactions between parties, shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. The parties hereto agree and consent that any and all causes of action by and between the parties hereto shall only have jurisdiction and venue in the General District Court and/or Circuit Court of Chesterfield County, Virginia.

→ **The undersigned hereby understands and accepts the terms outlined above.**

Signed:

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Title:

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Company Name:

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Date:

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(Please sign and return to the attention of the Credit Department)

→ **ACCEPTED BY HERITAGE PRINTING SERVICE**

Signed:

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Date:

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