

Credit Application



Thank you for your interest in our complete printing line. We appreciate the opportunity to serve you and welcome you as a new account. As a small company, most of our business is on a "cash and carry" basis, enabling us to keep our prices as low as possible. We can, however, provide an open account for companies that have established a good credit history. Upon approval, your payment to us **will be due 30 days from date of invoice**. Please read our terms and conditions on the back of this form thoroughly and complete the information below. Again, thank you for your business. We look forward to working with you.

PLEASE NOTE: All fields denoted by ★ are REQUIRED in order for credit to be established.

★ **COMPANY INFORMATION:** _____

Name: _____

d/b/a: _____

Address: _____

City: _____ State: _____ Zip: _____

Bill To Address (if different from above): _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

TYPE OF BUSINESS: _____ How long in business: _____

★ Person to be contacted regarding accounts payable: _____

★ Contact Telephone _____ ext. _____

TYPE OF ORGANIZATION (check one):

Corporation Federal Tax ID# _____

Partnership Federal Tax ID# _____

Sole Proprietorship/Individual Social Security # _____

Other (please explain below) Fed. Tax or SS# _____

Date: _____

Telephone: _____

Fax: _____

Buyer Name(s): _____

Is this a subsidiary or division? Yes No

If YES, list Parent Company: _____

Anticipated monthly printing volume: \$ _____

Are purchase orders required? Yes No

★ Tax Exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No
State #: _____
City #: _____
<small>If you are a Non-Profit, you must provide a copy of your Tax Exempt Certificate and/or your 501(c) 3 letter from the IRS.</small>

OFFICERS OR PRINCIPLES

Name: _____ Title: _____ Home Phone: _____

SSN: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Title: _____ Home Phone: _____

SSN: _____

Home Address: _____ City: _____ State: _____ Zip: _____

★ **PERSONAL GUARANTEE**

Name (print): _____ Title (print): _____

Signature: _____ Date: _____

Personal guarantee of corporation account for entire amount owed.

★ **TRADE REFERENCES**

	Name	Address	Telephone	Fax
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

★ **BANK INFORMATION**

Banking Institution: _____ Officer: _____ Account #: _____

Street Address: _____ City: _____ State: _____ Zip: _____

★ Name _____ Title _____

Applicant's signature attests financial responsibility, ability and willingness to pay our invoices in accordance with terms granted.

★ Signature _____

COLOR PRO PRINTING Terms & Conditions

To ensure fast processing of your order, we have established the following policies. Please review prior to applying for credit.

PLEASE NOTE: All fields denoted by ★ are REQUIRED in order for credit to be established.

FIRST-TIME CUSTOMERS: Orders less than \$500 require full payment, including freight, prior to shipping. Orders greater than \$500 require a 50% deposit with the balance and freight either COD or Net 15 days depending on credit standing.

REPEAT CUSTOMERS: Once Terms are established, all orders over \$1000 will either be Net 30 or require a 50% deposit (credit card authorization O.K.) with balance Net 30 depending upon credit standing. We reserve the right to change established terms at any time depending on credit standing/history.

FINALIZATION OF ORDERS: Orders are considered FINAL when Color Pro Printing receives a completed PO, Signed Estimate, Artwork (if applicable), Approval (written/fax/e-mail), related materials/directions for your project, and a deposit or 100% payment.

CREDIT APPROVAL: Acceptance of all customer orders is subject to final approval by the credit manager of Color Pro Printing. Credit approval will be based in part on customer's acceptance of the following Terms and Conditions.

SHIPPING TERMS: Customer assumes all insurance and delivery risks or damage at F.O.B. point as provided in common law. The responsibility of determining shipping instructions/insurance is that of the Buyer. Color Pro Printing is not a transportation expert and, if the Buyer wishes Color Pro Printing to determine the best routing, Color Pro Printing agrees to exercise only reasonable care and diligence and cannot be responsible to determine the lowest cost alternatives in all cases. All listed weights may vary depending on imprinting, finishing and packaging materials.

CHANGES/CANCELLATIONS: If a job is changed or cancelled by Buyer after signed estimate/P.O./final art/instructions are received, we reserve the right to charge Buyer up to total cost of labor/materials ordered specifically for the job. Entire balance is Payable in Full according to terms.

CREDIT AND BILLING TERMS: Color Pro Printing credit terms are defined on an individual customer basis, subject to credit approvals.

PAYMENTS: Checks should be made payable to Color Pro Printing and should be mailed to 2415 East Mulberry, Suite 7, Fort Collins, Colorado 80524. The date of payment is the date that payment is received by Color Pro Printing. Payments on account will be applied to outstanding service charges first, then to the outstanding invoices. A \$50 charge will be added to returned checks. Other accepted payment methods include credit card, cash, money order and bank transfer.

PAST DUE ACCOUNTS: Invoices not paid within 30 days of the due date will be subject to a finance charge of 18% annually, but not to exceed the maximum amount permitted by applicable state law. This finance charge shall be levied each month until all overdue balances are paid. Buyer hereby agrees to pay Color Pro Printing any such finance charges regardless of any purchase order policy that Buyer may have to the contrary. Amounts withheld as a result of disputes will not be levied finance charges to the extent disputed amounts are resolved in favor of the Buyer. Disputed amounts resolved in Color Pro Printing's behalf and all other unauthorized overdue balances will be levied finance charges. **Accounts that have become delinquent will be placed on a C.O.D. basis.**

COST OF COLLECTION: If a Buyer fails to pay any amount when due, including finance charges, Buyer agrees to pay the full amount of any costs or expense, including reasonable attorney's fees, incurred by Color Pro Printing in the collection of such overdue amounts by litigation or otherwise.

ANY PRODUCT ISSUES MUST BE BROUGHT TO THE ATTENTION OF COLOR PRO PRINTING WITHIN 48 HOURS OF RECEIPT OF ORDER.

RETURNS, CREDITS & EXCHANGES: No returns, exchanges or credit will be given on custom orders. No merchandise may be returned to Color Pro Printing without prior written authorization in the form of a Return Authorization Form, e-mail or written approval. Any returns, credits or exchanges are at the discretion of Color Pro Printing. Buyer agrees to pay return freight and/or reasonable storage charges for merchandise returned without prior authorization regardless of the merits of return. Liability for loss or damage shall rest with Buyer until such return is duly authorized and accepted by Color Pro Printing. All items must be returned in original packaging and show no signs of use, wear or abuse.

AUTHORITY OF PARTIES: No soliciting agent, sales representative or employee of Color Pro Printing shall have the power to waive any of the terms or provisions hereof, or to incur additional obligations or make additional representation or warranties on behalf of Color Pro Printing unless same are evidenced by an agreement, in writing, signed by a duly authorized officer of Color Pro Printing. Signer for the Buyer represents that he or she is a duly authorized agent for the Buyer, empowered to sign this document and that the information supplied in this Credit Application form is true and accurate.

★ On behalf of _____, I accept all of the above referenced Terms.

★ Name: _____ ★ Title: _____

★ Company: _____ ★ Date: _____