



CREDIT APPLICATION FOR A BUSINESS ACCOUNT

BUSINESS CONTACT INFORMATION

Company legal name:		DBA:	
Type of Business:		Years in Business:	
Phone:	Fax:	E-mail:	
Billing address:			
City:		State:	ZIP Code:
Accounts Payable Contact:			
Phone:	Fax:	Email:	
Web Address:		FEIN #/TIN#:	
Shipping address (if different): Attention:			
City:		State:	ZIP Code:
Telephone:	Fax:	E-mail:	

BANK INFORMATION

Bank name:		Contact Person:	
Bank address:		Phone:	
City:		State:	ZIP Code:
Account number(s):	Checking:	Savings:	Line of Credit:

BUSINESS/TRADE REFERENCES

Company name:			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-mail:	
Type of account:		Account Number:	
Company name:			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-mail:	
Type of account:		Account Number:	
Company name:			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-mail:	
Type of account:		Account Number:	

PAYMENT TERMS AGREEMENT

1. If credit is approved, all invoices are to be paid Net 10 days from the date of the invoice.
2. By submitting this application, you authorize Information Management Services, LLC, DBA MyBinding.com, to make inquiries into the banking and business/trade references that you have supplied.

SIGNATURE

Signature: _____
 Print Name: _____ Date: _____

MYBINDING.COM CONTACT DETAILS

Email to : sales@mybinding.com, or
 Fax to: (503) 640-6152
 Questions: (800) 944-4573

CREDIT APPLICATION REQUIREMENTS

- Complete, current information on the credit application will speed up the application process. Incomplete, inaccurate, unsigned or altered credit applications will not be accepted for review/approval.
- All credit applications must be signed by an authorized principal or officer of the organization. Individuals wishing to obtain credit may be required to sign a personal guarantee.
- By submitting the credit application, you authorize Information Management Services, LLC (DBA MYBINDING.COM) to make inquiries from the banking and business/trade references that you have supplied to obtain deposit/credit history.
- MYBINDING.COM reserves the right to review inactive credit accounts on an annual basis and may require a new or updated application if time between credit orders is greater than one year.
- Customers are responsible for inspecting orders upon receipt and reporting any objections within the stated return policy guidelines. MYBINDING.COM will issue Credit Memos/refunds on pre-approved returns only.

PAYMENT POLICY

- Terms of sale for purchases on credit are **Net 10 Days** from invoice date and all credit customers are expected to pay within these terms.
- MYBINDING.COM accepts payment via check, bank wire transfer, PayPal and major credit card (AMERICAN EXPRESS, DISCOVER, MASTERCARD & VISA). If paying through bank wire transfer, please be advised that MYBINDING.COM assesses a \$50.00 fee per transfer to cover bank transfer fees. Payment via wire transfer must be identified when you place your order so we can accurately invoice.
- Non-payment of past due accounts will result in referral to third-party collections. If we require legal assistance, the credit customer will be responsible for those collection costs as well.
- MYBINDING.COM mails invoices with duplicate copies to all credit customers as orders are shipped. Monthly statements will be mailed for any invoice one (1) or more days past due.
- MYBINDING.COM reserves the right to hold orders, to require guaranteed pre-payment, and/or restrict/reduce available credit for credit accounts in past due status.
- Credit customers with open accounts are responsible for notifying MYBINDING.COM in writing within thirty (30) days if/when:
 - The principal ownership of the business changes (*Change in ownership will require re-application for credit*)
 - The business moves to another location
 - The contact information for accounts payable changes
 - For taxable sales, customer is responsible for providing written proof of exemption from state sales & use tax if such exemption is claimed. **Exemption status must be identified at the time order is placed and a copy of the exemption certificate must be received at the time of the order via email or fax.** Refer to your states' tax authority for the proper form/instructions.