



## CREDIT APPLICATION FOR A BUSINESS ACCOUNT

BUSINESS CONTACT INFORMATION			
<b>Company legal name:</b>		<b>DBA:</b>	
Type of Business:		Years in Business:	
Phone:	Fax:	E-mail:	
<b>Billing address:</b>			
City:		State:	ZIP Code:
Accounts Payable Contact:			
Phone:	Fax:	Email:	
Web Address:		FEIN #/TIN#:	
<b>Shipping address (if different): Attention:</b>			
City:		State:	ZIP Code:
Telephone:	Fax:	E-mail:	
BANK INFORMATION			
<b>Bank name:</b>		Contact Person:	
Bank address:		Phone:	
City:		State:	ZIP Code:
Account number(s):	Checking:	Savings:	Line of Credit:

BUSINESS/TRADE REFERENCES			
<b>Company name:</b>			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-mail:	
Type of account:		Account Number:	
<b>Company name:</b>			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-mail:	
Type of account:		Account Number:	
<b>Company name:</b>			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	E-mail:	
Type of account:		Account Number:	

PAYMENT TERMS AGREEMENT
<ol style="list-style-type: none"> <li>1. If credit is approved, all invoices are to be paid Net 10 days from the date of the invoice.</li> <li>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.</li> </ol>

SIGNATURE	MYBINDING.COM CONTACT DETAILS
Signature: _____ Print Name: _____ Date: _____	Email to : <a href="mailto:sales@mybinding.com">sales@mybinding.com</a> , 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.