



## STANDARD CREDIT APPLICATION

### GENERAL APPLICANT INFORMATION (This information will appear on your invoices)

Legal name of applicant : \_\_\_\_\_

Billing address : \_\_\_\_\_ City : \_\_\_\_\_

Province: \_\_\_\_\_ Postal code : \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax number : \_\_\_\_\_

### Delivery address (if different from above)

Address : \_\_\_\_\_ City : \_\_\_\_\_

Province: \_\_\_\_\_ Postal code : \_\_\_\_\_

If multiple delivery addresses are required, please list separately

**TYPE OF ENTERPRISE :** \_\_\_\_\_

Date of incorporation : \_\_\_\_\_

Sole Proprietorship ( )

Partnership ( )

Corporation ( )

Charitable Institution ( ) \_\_\_\_\_ please provide charity registration number

Public Institution ( )

Government ( )

Other ( ) Please specify \_\_\_\_\_

### PROPERTY INFORMATION

Number of years at present address : \_\_\_\_\_

Tenant or Owner of property? : \_\_\_\_\_

**If Tenant** Principle owner : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

### CREDIT INFORMATION

Number of employees : \_\_\_\_\_

**Accounts payable contact :** \_\_\_\_\_

Telephone: \_\_\_\_\_ Email : \_\_\_\_\_

**Purchasing services contact :** \_\_\_\_\_

Telephone: \_\_\_\_\_ Email : \_\_\_\_\_

Estimated annual purchases : \$ \_\_\_\_\_

Credit line requested : \$ \_\_\_\_\_

For lines of credit in excess of \$5,000.00, your current financial statements may be required



**BANK REFERENCE**

Bank Name : \_\_\_\_\_  
Address : \_\_\_\_\_ City : \_\_\_\_\_  
Province: \_\_\_\_\_ Postal code : \_\_\_\_\_  
Contact : \_\_\_\_\_ Telephone : \_\_\_\_\_  
Account no.: \_\_\_\_\_

**MAJOR TRADE REFERENCES**

Supplier Name	Contact	Phone
1. _____ / _____ / _____		
2. _____ / _____ / _____		
3. _____ / _____ / _____		

( ) - (Green Option) We choose to have all invoices and monthly statements emailed to our Accounts payable email address at no charge.  
( ) – We choose to have all invoices and monthly statements in hard copy format and mailed to us through Canada Post at an additional processing charge of \$1.00 per invoice.

**AGREEMENT TO TERMS AND CONDITIONS**

This Credit Application / Agreement to Terms and Conditions must be fully completed, signed, and returned before your credit request can be considered.  
This agreement governs all sales by Cendirect.com for products and services on the terms and conditions as set forth herein.  
Sales representatives or agents of Cendirect.com are not authorized to amend or change the terms of sale or other terms and conditions of this agreement.  
The credit applicant understands and agrees to the following terms and conditions of sale in addition to the terms and conditions of sale that are posted on the Cendirect.com website:  
1. Terms of sale are Net 30 days.  
2. All claims against invoices must be made within 5 days after receipt of goods.  
3. Accounts not paid by the due date are subject to an interest charge from date of maturity at the rate of 2% per month (24% per annum).  
4. Goods may not be returned without prior written authorization from Cendirect.com.  
5. Goods authorized for return will be subject to minimum 15% restocking charge.  
6. NSF cheques will be subject to a \$55.00 service charge.  
7. Applicant agrees to bear all costs incurred in collecting any unpaid amounts including but not limited to, collection agency, legal fees and court costs.  
8. The information given in this Application and Agreement to Terms and Conditions is warranted to be true and correct and given for the purpose of obtaining credit by a signing officer of the applicant's organization.  
9. The applicant consents to the obtaining of credit and/or personal information as may be required in connection with the credit line hereby applied for or any renewal or extension thereof and consents to the disclosure of any information concerning the applicant to any credit reporting agency or to any person with whom the applicant has, or proposes to have, financial relations.  
10. If, in the opinion of Cendirect.com, the applicant is found in breach of any terms and conditions, credit privileges may be withdrawn without notice.  
11. The applicant has requested that this agreement be drawn up in the English language / Le demandeur a exigé que cet accord soit rédigé en anglais

Signing Officer's Name \_\_\_\_\_ (Please print)  
Signature \_\_\_\_\_ : Date : \_\_\_\_\_