

# Credit Application

**COMPANY** \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Billing Address if Different:  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Partnership     Company     Corporation  
 Year Founded or Incorporated \_\_\_\_\_  
 President, Owner or CEO \_\_\_\_\_  
 Treasurer / Controller \_\_\_\_\_  
 Accounts Payable Manager \_\_\_\_\_  
 Approx. Number of Employees:  
 1-5     6-15     16-50     51-100     over 100

**PURCHASING INFORMATION**

Name and title of Person Responsible for Purchasing:  
 \_\_\_\_\_  
 Do you require that purchase order numbers or job names be  
 referenced for payment? \_\_\_\_\_  
 Estimated Monthly Volume of Credit Purchases: \$ \_\_\_\_\_

*If you are exempt from sales tax, please enclose a copy of your exemption certificate.*

**TYPE OF BUSINESS**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Architect                       | <input type="checkbox"/> Graphic Designer / Illustrator | <input type="checkbox"/> Engineering         | <input type="checkbox"/> Manufacturer    |
| <input type="checkbox"/> Landscape Architect             | <input type="checkbox"/> Advertising Agency             | <input type="checkbox"/> Builder / Developer | <input type="checkbox"/> Legal Firm      |
| <input type="checkbox"/> Mechanical Designer / Draftsman | <input type="checkbox"/> Fine Artist                    | <input type="checkbox"/> Contractor          | <input type="checkbox"/> Mining Industry |

**TRADE REFERENCES**

Please do not use credit cards, oil companies, IBM, Xerox or public utilities as these firms will not confirm the information you provide.  
**Firm** \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 Account # \_\_\_\_\_  
**Firm** \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 Account # \_\_\_\_\_  
**Firm** \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 Account # \_\_\_\_\_

**BANK REFERENCE**

Name of Bank \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 Bank Officer \_\_\_\_\_

**IN CONSIDERATION** for the credit extended and to be extended to \_\_\_\_\_ by Reproductions, Inc., the undersigned hereby guarantees payment on any amount owed by said party to Reproductions, Inc. This guarantee shall be a continuing guarantee of the payment for all purchases made until notice of termination of the guarantee is given by me via certified mail and addressed to Reproductions, Inc., P.O. Box 731, Tucson, Arizona 85702.

We cannot finance our customers beyond our terms (**NET 30 DAYS**). All accounts not paid within these terms will be handled on a COD basis until such time as the account is brought up to date. In addition, **IF TERMS ARE NOT MET, ALL SPECIAL ACCOUNT BENEFITS OR SPECIAL PRICING WILL BE TERMINATED.**

In the event it becomes necessary for Reproductions, Inc. to bring suit to collect any amount required to be paid hereunder, the undersigned agrees to pay a reasonable amount, in addition to any amount which otherwise is owed, for attorney fees incurred by Reproductions, Inc., in the collection of any such indebtedness.

_____ Signature	_____ Title	_____ Date
_____ Witness Signature	_____ Title	_____ Date

**TERMS: Net 30 Days. A 1.75% finance charge will be added to all overdue accounts.**



*Reprographics & Digital Imaging*  
www.ReproductionsInc.com

234 E. Sixth Street • Tucson, AZ 85705 • Tel 520.622.7747 • Fax 520.884.5059

## Credit and Billing Policy

Thank you for choosing Reproductions, Inc. We will notify you as soon as your account is open. Please read the following notice in full as it outlines our Terms and Billing Procedures.

### **Our Invoicing System:**

Each order is billed on a separate invoice at the time your work is completed. At the end of each month you will receive an itemized statement of your account listing each invoice, the date, and the amount due. Please call our Accounts Receivable Department should you have any questions about your statement.

There is a Minimum Charge of \$20.00 for jobs that are Picked Up and/or Delivered. There is also a Minimum Charge of \$4.00 per invoice. There are no Minimum Charges for Cash Sales.

### **Great Service - Strict Terms:**

Cash flow is critical to Reproductions, Inc. as it is to your business. To provide the level of service that our customers have become accustomed to and provide our customers the latest in technology we must insist that our terms be met.

Our Terms are Net 30 Days from Statement Date. Overdue accounts will be charged a late fee of 1.75% per month. Should your account be placed on C.O.D. status, all Special Pricing arrangements will be cancelled. To reopen your account you will be required to pay all charges plus a 10% fee to reinstate your account. If your account is placed on a C.O.D. basis a second time it may, at Reproductions discretion, remain so permanently.

### **We Appreciate Your Business:**

Thank you for trusting and choosing Reproductions for your Reprographic, Copy and Digital Imaging needs. We look forward to serving you and your company with the service, quality and dependability that Southern Arizona has come to expect from Reproductions, Inc.

Reproductions, Inc.  
Accounting Department