Corporate Express® | Imaging & Computer Graphic Supplies
A Buhrmann Company

Credit Application

Instructions

Completed form should either be emailed to jonp.cooper@cexp.com (and followed by fax or mail with signature); or faxed to 651-234-4179

Request

Request Date

School Information

School Name
Trading As
Address 1
Address 2
City, State, Zip
Telephone

Financial Stmt Incl

Purchasing Agent
Bill Address 1
Bill Address 2
Bill City, State, Zip
Tax# (if exempt)

Bank Information

Bank Name
Address 1
Address 2
City, State, Zip
Telephone
Fax
Check Acct#
Savings Acct#
Loan Acct#
Loan Officer

Credit References

Minimum of 3 references that you purchase from on open account.

1 Name
Address 1
Address 2
City, State, Zip
Credit Manager
Telephone

2 Name
Address 1
Address 2
City, State, Zip
Credit Manager
Telephone

3 Name
Address 1
Address 2
City, State, Zip
Credit Manager
Telephone

Credit Terms

(1) All shipments are F.O.B. shipping point.
(2) Payment terms are specified on each invoice.
(3) A service charge of 1.5% per month will be charged on all past due invoices. This is an annual percentage rate of 18%.
(4) Deductions from payment for any reason will not be allowed until credit memos are issued. Any such deductions will be shown as shortages on accounts and subject to service charge if delinquent.
(5) Customer will notify Corporate Express of any material change in financial condition or of any situation that will delay payment according to terms.
(6) In the event of default in payment, Corporate Express has the right to collect all fees for collection, including court costs and attorney fees.

Certification and Authorization to Release Information

I agree to comply with the above Credit Terms and certify that all information furnished is accurate. I authorize Corporate Express, its divisions and subsidiaries, to contact my creditors, or any credit reporting agency, to obtain credit ratings now and anytime hereafter.

By:

Signature
Print Name
Title
Company
Date