

ACCOUNT APPLICATION



Supreme Basics (The New Dye & Durham)
 Attention: Sales Manager
 40 West Beaver Creek Road
 Richmond Hill, ON L4B 1G5
 Fax: (905) 762-7101
 Toll Free Fax: (800) 263-2772
 Email: suaccountchanges@supremebasics.com

For Office Use Only	Account #	Sales Rep #	Ship Via
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Legal Name of Company (in full)

Operating Name (if different than above)	Type of Business:	<input type="checkbox"/> Non Profit	<input type="checkbox"/> Corporation
		<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership

Billing Address - No.	Street
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City	Province	Postal Code	Email Address
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Purchasing Contact	Telephone No.	Fax No.	Email Address
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Accounts Payable Contact	Telephone No.	Fax No.	Email Address	Statements <input type="checkbox"/> Yes <input type="checkbox"/> No
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Shipping Address (if different than above) - No.	Street
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City	Province	Postal Code	
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Cheque issued from Head Office	Branch	Purchase Order <input type="checkbox"/> Yes <input type="checkbox"/> No	Tax Exempt <input type="checkbox"/> GST <input type="checkbox"/> PST	Provide Number:
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SPECIAL DELIVERY INSTRUCTIONS

If Subsidiary Company, Provide Name and Address of Parent Company

Nature of Business	No. of Years in Operation	No. of office employees	Est. monthly office supply purchase \$
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Key Management Members and Owners:	Title	Telephone No.	% Ownership
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REFERENCES

Name and address of Bank

Bank Contact	Telephone No.
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Name and address of Trade References	Address	Telephone No.
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- 1)
- 2)
- 3)



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The previous information is provided for the purpose of extending credit to our business. To the best of our knowledge and belief, the information is accurate and may be relied upon in making your credit decision. We authorize our bank and suppliers to furnish you any information necessary to complete your evaluation of our credit history.

Signature

Title

Date

Credit Agreement

In consideration of being issued a credit account permitting the purchase of goods and services from Supreme Office Products Limited, on account, the customer agrees to the following terms and conditions governing its use.

1. The customer agrees to pay, upon receipt, the full balance of invoices as rendered for all purchases made by anyone using the credit account(s) and if applicable, for the interest charges levied.
2. In the event that an invoice is not fully paid within 30 days on the invoice date, the unpaid balance may be subject to interest, which the customer agrees to pay at the rate of 2% per month (24% per annum).
3. Purchases: In the event of returns, credit will be allowed on merchandise returned in saleable condition within 30 days of invoice date. Returns must be supported by the original invoice number. There is no return credit on specialty items and no returns on goods without prior written authorization.

Date

Name

Title

Authorized Signature

Would you be interested in any of the following?

Online Ordering

E-flyers

E-statements

E-invoices

Paying electronically

If you checked any of the boxes please provide an email address so we may contact you:

WEBSITE: WWW.SUPREMEBASICS.COM