



**FOREST CITY  
image centre**

# APPLICATION FOR NEW ACCOUNT

For Internal Use Only

Credit Checked

\_\_\_\_\_  
Initials

## BUSINESS INFORMATION

Firm Name (Registered Corporate Name)		Phone number (Business)
Address		Fax number
City	Province	Postal Code
Type of Business		Date Established

## AUTHORIZING SIGNATURES

Name	Address (Home)	Phone number (Home)
Name	Address (Home)	Phone number (Home)

## BANKING INFORMATION

Principal Bank	Branch	Phone number
		Fax number
Account Name	Account number	How Long Established

## TRADE REFERENCES

Supplier	Address	Phone number
		Fax number
Supplier	Address	Phone number
		Fax number
Supplier	Address	Phone number
		Fax number

I hereby consent to the credit references herein being checked and authorize my bank and suppliers to provide whatever information is required by Forest City Image Centre for this purpose.

Authorized Signature : \_\_\_\_\_

## ACCOUNT INFORMATION Please attach PST exemption form if applicable

Are Purchase Orders Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	GST# PST#	Estimated Yearly Purchases \$	Credit Limit Requested \$
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## METHOD OF SHIPPING

<ol style="list-style-type: none"> <li><input type="checkbox"/> Will Call    Account number</li> <li><input type="checkbox"/> Delivery    .....</li> <li><input type="checkbox"/> Purolator    Phone number</li> <li><input type="checkbox"/> FedEx    .....</li> <li><input type="checkbox"/> UPS</li> </ol>	Credit Card Details ( must be provided as per Terms and Conditions) Card Type    Visa __    MC__    Amex __ Card Number _____ Expiry _____ Name of Card Holder _____ Signature of Card Holder _____ <b>** NOTE - We require a photocopy of the front and back of credit card **</b>
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# TERMS AND CONDITIONS

## *FOR APPROVED ACCOUNTS:*

- ★ APPROVED ACCOUNTS ARE RESERVED FOR COMMERCIAL, INDUSTRIAL, PROFESSIONAL AND INSTITUTIONAL BODIES.
  - ★ TO OPEN AN APPROVED ACCOUNT FCIC REQUIRES A COMPLETED APPLICATION FORM AND A LETTER OF AUTHORIZATION ON THE ORGANIZATION LETTERHEAD REQUESTING THE ACCOUNT BE SETUP.
  - ★ IT IS ALSO BENEFICIAL TO PROVIDE US WITH THE NAMES OF SPECIFIED INDIVIDUALS THAT WILL BE CHARGING PURCHASES TO THE ORGANIZATION.
  - ★ ALL RETURNS MUST BE AUTHORIZED BY FOREST CITY IMAGE CENTRE
  - ★ ANY INVOICE DISCREPANCIES MUST BE BROUGHT TO OUR ATTENTION IN WRITING WITHIN 10 DAYS FROM THE INVOICE DATE. OTHERWISE THE INVOICE WILL BE CONSIDERED CORRECT AND FULL PAYMENT MUST BE RECEIVED BY THE DUE DATE.
1. Upon approval of this application, it is agreed the terms of payment are to be strictly maintained. Should the account become delinquent beyond thirty days, all future shipments will be made on COD basis only and any outstanding balances will be charged to credit card on file.
  2. Past due balances are subject to a monthly service charge of 2%( 24% per annum).
  3. In the event of any disagreements with the items or charges on the monthly statement, customer agrees to notify Forest City Image Centre Accounts Receivable immediately. Customer agrees not to make changes or alterations to the statement without express consent from Forest City Image Centre.
  4. **Please note that packing slips are not used to process deliveries. Invoices are sent at the time of shipment or pick-up of product and duplicate invoices are not included with the monthly statement. It is important that the person picking up product for an account customer give the invoice to the customer's bookkeeper or Accounts Payable department. Forest City Image Centre reserves the right to add a service charge to accounts for supplying additional copies of invoices which the customer has lost.**
  5. Only authorized persons should pick-up account customers' product. All delivery personnel may be required to provide identification and sign legibly (or print legibly) for receipt of deliveries. Customer is responsible for any product picked up at Forest City Image Centre from the time it leaves the premises.
  6. All statements will be run at the end of each month and that payment must be received within 30 days from receipt of statement.
  7. (I) (We) agree to pay any legal or collection fees expended by Forest City Image Centre arising from

CUSTOMER(S) NAME : \_\_\_\_\_

CUSTOMER(S) SIGNATURE : \_\_\_\_\_

TITLE : \_\_\_\_\_ DATE \_\_\_\_\_

CUSTOMER(S) NAME : \_\_\_\_\_

CUSTOMER(S) SIGNATURE : \_\_\_\_\_

TITLE : \_\_\_\_\_ DATE \_\_\_\_\_

### **For Corporate Customers**

**If the Account Applicant is a limited liability corporation, the Officer of the Corporation by their signature below agrees that they will be personally responsible for all monies owing by the Corporation to Forest City Image Centre.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position ( ie. President, VP, Treasurer)

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