

# APPLICATION FOR CREDIT - TERMS & CONDITIONS OF SALE

## 1. Information Needed to Set Up Your Account

Date	Anticipated Purchase and/or Amount Item	Your E-mail Address		
Is Your Organization Sales Tax Exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please attach a copy of your Sales Tax Exempt Certificate	Sent By	Purchase Order Required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Legal Name/Business Entity	Doing Business As:	Business Fax Number	Business Phone Number	
Street Address	City	State	Zip Code	
Billing Address (if different than above)	City	State	Zip Code	
If Subsidiary, Name of Parent Company, Street Address, City, State, Zip				
Person To Contact Regarding the Account	Duns #	Annual Sales	Number of Locations	
No. of Employees	In Business Since	Business Type		

## 2. References for Your Business

Bank Name	Contact		Checking Account Number	
Bank Address	City	State	Zip Code	Phone Number
Trade Name	Account #	Phone	Fax	
Trade Name	Account #	Phone	Fax	
Trade Name	Account #	Phone	Fax	

## 3. Terms & Conditions

### TERMS

Net 30 Days with approved credit. We grant automatic credit to government agencies. Credit is granted to private companies only- not individuals. Individuals see other methods of payments.

### OTHER METHODS OF PAYMENT

We accept Mastercard, Visa, Government I.M.P.A.C. Visa, American Express, and all the Novus Cards (i.e. Discover, Bravo).

### PRICES

Prices and terms are liable to change without notice. All shipments will be made at prices prevailing at time of shipment. Orders requesting shipment beyond delivery schedules may be assessed a price increase.

### SHIPPING

All products ship at the customer's expense unless otherwise quoted. We choose the best way unless otherwise requested. Specific shipment dates cannot be guaranteed, due to possible material shortages, accidents, strikes, governmental regulations and other factors and conditions beyond our control. We reserve the right to hold shipment of all open orders to customers whose account is past due.

### CANCELLATIONS

All orders are considered a firm order and cannot be cancelled without our approval. United Visual Products, Inc. issues cancellation numbers to our customers. If you need to cancel an order call customer service and obtain your cancellation number. If product has shipped, or a custom order is in process we may not be able to fulfill your request.

### DAMAGED GOODS

Damaged or lost merchandise claims must be filed with the carrier within 10 days of receipt of goods. Once the product leaves our warehouse it becomes the property of the customer. Please follow these steps when receiving products:

1. Check your counts. If you are short a package, please note it on the carrier's delivery receipt.
2. Give a detailed inspection for damage. If the carton even appears to have damage anywhere, make sure you open and inspect your goods thoroughly. If there is damage, note it on the delivery receipt and call customer service immediately.

**PLEASE NOTE DAMAGE ON DELIVERY RECEIPT BUT DO NOT REFUSE THE SHIPMENT!**

### CUSTOM ORDERS

United Visual Products, Inc. specializes in meeting your custom requirements. Our highly trained staff is here to help you with your needs. In order to insure the best prices, each quote request is carefully reviewed. For this reason, quotation preparation may require up to 48 hours. Acceptance of a quotation is our indication that the quote has been approved per the specifications listed. We will not be held responsible for any discrepancies overlooked during the customers' review process.

### RETURNS

No returns will be accepted without a Return Authorization #. Please call the customer service department with the return request. If the product shipped is the product ordered we may request a restocking fee of up to 50%. However, custom products and some special ordered products are not returnable. All returns will be shipped back at the customer's expense, unless otherwise agreed upon.

## 4. Signature(s) Required

If in business for more than one (1) year sign below. As a general practice, we do not extend credit to companies with less than one (1) year in business.

Principle Authorized Officer or Owner (type/print) \_\_\_\_\_ Title \_\_\_\_\_

Officer or Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

The above information is herewith submitted for the purpose of opening an account. By signing above, I do hereby certify this information to be true. All information provided will be used by United Visual Products, Inc. employees to determine credit worthiness and/or effect collections. I also agree to all terms and conditions set forth above. Applicant agrees to pay any collection fees incurred to collect the balances owed including reasonable attorney's fees. Applicant also agrees to pay 1.5% service charge on all past due invoices.

Order Toll Free 800-444-0305

www.uvpinc.com

Fax Your Order 866-263-2456