



We look forward to welcoming you as one of our credit customers.

Credit accounts are available for clients who anticipate spending a minimum of \$750 per calendar year. First orders are COD. Applicants without a business presence in Georgia should provide a D&B number. Please allow 7 days for account processing. In lieu of this application you may also submit your company's pre-printed account form and sign below.

Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_
Contact: \_\_\_\_\_ Title: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Delivery Address \_\_\_\_\_

Year Established: \_\_\_\_\_ [ ] Corporation [ ] Sole Proprietorship [ ] Partnership

D&B Number, if known: \_\_\_\_\_

Is your company Georgia sales tax-exempt? [ ] No [ ] Yes: Please submit form ST-5

Shall we hold your order until your application is approved? [ ] No [ ] Yes

Please provide 3 local trade references (companies with whom you conduct business). Not your bank or landlord. Please note, if your references cannot provide account information, we will be unable to process your application.

1st Trade Reference:

Company: \_\_\_\_\_ Acct No. \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Company contact: \_\_\_\_\_ Contact email: \_\_\_\_\_

2nd Trade Reference:

Name: \_\_\_\_\_ Acct No. \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Company contact: \_\_\_\_\_ Contact email: \_\_\_\_\_

3rd Trade Reference:

Name: \_\_\_\_\_ Acct No. \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Company contact: \_\_\_\_\_ Contact email: \_\_\_\_\_

I have accurately completed this application to the best of my knowledge and authorize Presentech to contact my creditors for verification purposes. I agree to pay all charges made by me or an employee of my company. I have read and agree to all other additional terms of service described on the reverse side of this application.

Authorized Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

# PRESENTECH CREDIT TERMS AND TERMS OF SERVICE

Please save for your records

## **Billing Procedures**

All invoices are Net 30 days from the date of the invoice. A late payment fee of one and one-half percent (eighteen percent per annum) will be added to unpaid balances. All invoices are sent to you via email. To insure proper crediting of an account, please note the invoice numbers on the payment check or when making an online payment. Accounts 90 past due are automatically placed on prepay status and may be referred to our collection agency or attorney. We also accept cash, check, Mastercard, Visa, Discover and American Express.

## **Failure to Pay or Insolvency**

Upon notice to the customer and after a 30-day cure period, may at its option, cause the entire unpaid balance to become due and immediately payable. Recovery cost of up to 40% of the balance of the invoice may be added to your account. In addition, failure to pay may be reported to a credit reporting agency, potentially affecting your credit.

## **Sales Tax**

State of Georgia sales tax shall be paid by the customer unless a valid exemption certificate is furnished to Presentech. Tax exemption shall not be granted until such form is on file at Presentech. Orders shipped out of the State of Georgia may be subject to usage or other taxes and are the responsibility of the recipient.

## **Changes, Cancellation and Errors**

Any changes to a customer's order or the customer's failure to properly prepare an order for imaging may delay the order beyond our promised service times. Jobs delivered to us after 5:00 pm weekdays (4:00 pm for large format imaging) shall be entered into our system at 8:00 am the following day for production timing purposes. Once a job is entered into production, it may not be cancelled. Once imaging has begun, any changes to that order must be in writing and will be billed as a new job in addition to the order already in production. Additional order minimums and a new time deadline may apply.

Corrections to delivered materials, regardless of nature, must be received within 48 hours of receipt. After that time, it is assumed that materials were received as correct and are accepted by the client. Claims or adjustments cannot be accepted after that time. No warranty, whether written or implied, is made for a specific use, length of use or consequential damages related to the use of materials produced by Presentech. Always submit a proof with your order, as orders produced without proofs are imaged "as is."

## **Limits of Liability**

We use extreme care in working with your original art, concept boards or other materials. However, original art will be left at customer risk only and is not subject to replacement or financial remuneration under any circumstance. Presentech assumes no liability for loss or damage to orders during transportation to or from our office. Common sense precaution: never send the only copy of your file to safe guard against loss or damage in transit or during use.

Presentech shall not be responsible for delivery delays or consequential damages due to delays by local delivery, air or ground courier services. Such delays shall not relieve the purchaser of a financial obligation concerning any job or invoice regardless of whether it arrived in a timely manner.

## **State Laws**

This agreement shall be governed by the laws of the state of Georgia, in which this credit is extended.

