



# CREDIT APPLICATION

## Company Information

Business type (Please circle accordingly) Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ LTD. \_\_\_\_\_  
G.S.T.# \_\_\_\_\_ Credit Card# (Visa/MC) \_\_\_\_\_ Business Type \_\_\_\_\_  
Contractor ID#(if applicable) \_\_\_\_\_ Years in business \_\_\_\_\_ Company Net Worth(approximate) \_\_\_\_\_  
Have you ever filed for bankruptcy Yes No If Yes please specify if it was business or personal \_\_\_\_\_  
Accounts Payable Officer \_\_\_\_\_ Phone# ( ) \_\_\_\_\_ Fax# ( ) \_\_\_\_\_

## Billing Information

Applicant Name/Business/Corporation/: \_\_\_\_\_  
Billing/Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
Phone # ( ) \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Fax# ( ) \_\_\_\_\_ Website: \_\_\_\_\_  
Is your billing Address different than your street? (Y) (N) Years at Address: \_\_\_\_\_

## Principals/Guarantor

Owner/Principal's Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Phone # ( ) \_\_\_\_\_ Cell# ( ) \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Secondary/Principal's Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Phone # ( ) \_\_\_\_\_ Cell# ( ) \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Alternate Principal (signing auth) \_\_\_\_\_ Home address \_\_\_\_\_  
Phone # ( ) \_\_\_\_\_ Cell# ( ) \_\_\_\_\_ Birth Date \_\_\_\_\_

## Guarantor Agreement

The undersigned \_\_\_\_\_ ("the Guarantor") in application for and consideration for credit with The Employment Specialists (Herein referred to as "The Specialists") to the Company hereby agrees with The Specialists, to be personally liable to The Specialists for all due and past due payments as if the Guarantor had been the principal debtor.

Dated on: Month \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Signed By:

Name: \_\_\_\_\_ Signature: **X**

Occupation: \_\_\_\_\_

Address :( If other than listed above) \_\_\_\_\_

## Trade References (PLEASE PROVIDE 2)

Name: \_\_\_\_\_ Phone# ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone# ( ) \_\_\_\_\_

Address: \_\_\_\_\_

## Banking Information

Branch/Institution name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# ( ) \_\_\_\_\_

Account # \_\_\_\_\_

Contact: \_\_\_\_\_

Fax # ( ) \_\_\_\_\_

**Terms of sale are net 30 days from date of invoice** and shall include Goods and Services Tax or Harmonized Sales Tax where applicable. All invoices not paid by the 30<sup>th</sup> day from the date of the invoice being issued are considered **OVER DUE** and may cause a suspension of your credit account with The Specialists, unless an arrangement has been made with our Office Administration. The Applicant authorizes The Specialists acting as a creditor to make financially related inquiries to determine Applicants eligibility for the issuance of a credit account with The Specialists. The Applicant also acknowledges that this application does not guarantee The Specialists will issue credit to the Applicant. In the case of legal suit or action is commenced to collect any past due invoices the Applicant agrees that The Specialists have the right to bring suit or action against the Applicant. If this occurs the Applicant agrees to be liable for the cost of collection and any reasonable fees following suit or action. The Applicant acknowledges that suit or action may be held in the Province that business was conducted in. The Applicant as well agrees that any Past Due invoices will be subject to a finance charge of 2.2% per month or 26.4% per annum and may be regulated by the Provincial or Federal Legislation and agrees all charges incurred are the responsibility of the applicant.

By submission and execution of this application and with acceptance by The Specialists the undersigned agrees to be bound by all terms and conditions of this agreement (both sides printed front and back) and here by updated and amended when required. The Undersigned also authorizes the above named financial institution/bank to release credit information to The Specialists regarding this account.

Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_ Signature: **X**

**Valued Customer: Please read the following carefully**

For the purpose of providing quick, efficient services to our valued clients we have bundled criteria for managing credit. Listed below is the necessary procedure we have in place:

**CREDIT POLICY**

1. **Services** cannot be provided until credit application has been returned to The Employment Specialists for evaluation.
2. **Credit Holds** – The following are procedures to ensure that all credit applications will be received and processed quick and efficiently.
  - i) **New Accounts** – Once an order has been placed and the initial credit limit of \$1500 has been reached, but credit information has not been received, the account will be placed on hold. Complete credit information must be submitted before any services can be further provided.
  - ii) **Current Credit Exceeded** – The Companies payment history may be reviewed once the company has reached or exceeded their credit limit. Updated credit information will be needed to increase the current credit limit. If a credit increase is not available at that time, paying down the balance will be a suitable option for continued services.
  - iii) **Past Due Accounts** – Should your credit account balance exceed the 30 day limit, you will be notified by our Office Administration. Should your account become 60 days past due, a Cash on Delivery status will be attached to your account unless an agreement has been arranged with The Specialists office, otherwise you will be notified of the amount of payment needed to reopen your account. Your account may be re-opened once full payment has been received.
3. **Terms and Conditions:**
  - i) Credit Account – Net 30 days from the date of invoice for those customers on a Credit Account
  - ii) Cash on Delivery – Cash, Cheque, Bank Draft or Money Order
4. **Credit Limits** – Credit limits will be established by The Employment Specialists for customers who wish to purchase on a, Credit Account basis. To obtain a Credit Account, you must complete a Credit Application, which we will keep on file and update periodically.
5. **Poor Credit History** – Customers who have performed poorly within their previously established credit terms will be placed on Cash on Delivery status if no balance is owing on the account. Credit terms for those with an outstanding balance will be Cash on Delivery plus payment of a determined percentage of the outstanding balance until the total balance owing is paid in full at which time the customers credit will be reviewed.
6. **Insufficient Credit Information** – Customers will be put on a Cash on Delivery status until sufficient credit information has been received and processed.
7. Upon acceptance and approval, this policy is effective immediately.

For more information or if you have any questions on The Specialists credit policy, please contact our office at:

**414 COLUMBIA ST,  
NEW WESTMINSTER, B.C.  
V3L - 1B1  
OFFICE PHONE: (604) 523-9999  
OFFICE FAX: (604) 523-9909**

**THANK YOU FOR YOUR BUSINESS.**

