

# ***Credit Application***

## **Credit Application**

**PART C MUST BE SIGNED AND RETURNED EVEN IF YOU PROVIDE CREDIT INFORMATION ON YOUR OWN FORMS.** Credit approval usually takes 1-3 days depending on responses from references.

### **Part A - Basic Information**

**A-1: Trade Name:** \_\_\_\_\_  
(Name under which you normally do business and under which your account will be opened.)

**A-2: Mailing Address for Invoices:** \_\_\_\_\_  
\_\_\_\_\_

**A-3: Main Phone:** (    ) \_\_\_\_\_

**A-4: Main Fax:** (    ) \_\_\_\_\_

**A-5: Are Purchase Orders Required?**

(    ) Yes, (    ) No

**A-6: Street Address for Delivery if Different From A-2:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(    ) We have multiple delivery locations  
and will advise at time of order.

**A-7: Accounts Payable Contact Person:** Direct numbers (or extension) if different from above:

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

Email: \_\_\_\_\_ Fax (    ) \_\_\_\_\_

**A-8: Credit Limit Requested:** (    ) \$1,000 (    ) \$5,000 (    ) \$10,000 (    ) \$ \_\_\_\_\_

**A-9: Reason for Opening Account:** (    ) Purchase, (    ) Rental

**A-10: Form of Organization** (Check one only)

- (    ) Proprietorship (One owner, not incorporated) *(See also D-4)*
- (    ) Partnership (More than one owner, not incorporated) *(See also D-4)*
- (    ) Private Corporation (Incorporated, privately owned shares) *(See also D-4)*
- (    ) Public Corporation (Incorporated, shares traded on stock exchange)
- (    ) Non-Profit Organization (Including charities, churches, registered societies, etc.)
- (    ) Department of Government (Check one) *(Not private organizations that are government funded.)*
  - (    ) Federal (    ) Provincial (    ) Municipal

***(If government department, return only this page.)***

**A-11: Website:** \_\_\_\_\_

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## Part B - References

### B-1: Commercial Credit References:

These should be major suppliers with whom you have established credit (generally 30-day terms) in amounts similar to that which you are requesting from us and with which you do business regularly. Freight companies, utilities, credit cards, leasing agencies, and landlord are not suitable references. We fax a credit verification form to the references. **Application cannot be processed if fax numbers are not provided.**

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Fax ( ) \_\_\_\_\_ Tel ( ) \_\_\_\_\_

Approx. annual purchases \$ \_\_\_\_\_

Account number \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Fax ( ) \_\_\_\_\_ Tel ( ) \_\_\_\_\_

Approx. annual purchases \$ \_\_\_\_\_

Account number \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Fax ( ) \_\_\_\_\_ Tel ( ) \_\_\_\_\_

Approx. annual purchases \$ \_\_\_\_\_

Account number \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Fax ( ) \_\_\_\_\_ Tel ( ) \_\_\_\_\_

Approx. annual purchases \$ \_\_\_\_\_

Account number \_\_\_\_\_

**B-2: Bank Reference:** Name: \_\_\_\_\_

Branch address: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel ( ) \_\_\_\_\_ Fax\* ( ) \_\_\_\_\_

Account Number: \_\_\_\_\_

**B-3:** I authorize the above references to provide information to Backman Vid-Comm Ltd. for the purposes of credit verification. (Must be signed by an authorized signing officer.)

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

Name of Business: \_\_\_\_\_

# Credit Application

## Part C – Acceptance of Terms

**CREDIT APPLICATION WILL NOT BE PROCESSED IF THIS PAGE IS NOT SIGNED.**

### C-1: Terms of Sale:

- a) All sales due in full within 30 days from date of invoice unless otherwise stated.
- b) Finance charge at 1.5% per month (compounded monthly) may be charged on balances unpaid for over 30 days. Finance charges accrue from date of invoice.
- c) Accounts over 45 days may be on credit hold.
- d) Accounts over 60 days may be subject to collection action and/or suspension of credit.
- e) NSF cheques subject to \$15.00 fee.
- f) Finance charges will not apply to amounts disputed in which an error has been made on the part of Backman Vid-Comm Ltd.

### C-2: Acceptance of Terms:

I certify that sufficient funds are available to pay for our purchases within stated credit terms.

On behalf of the person(s) or entity stated in Part A-1, the undersigned agrees as follows:

- a) to accept and abide by the terms of sale as stated above;
- b) to pay finance charges as stated above should any amounts not be paid within the stated period;
- c) that title to merchandise remains with Backman Vid-Comm Ltd. until paid in full;
- d) that a security interest is granted to Backman Vid-Comm Ltd. in all goods sold by Backman Vid-Comm Ltd. to the undersigned and the proceeds thereof to secure payment of all debts and liabilities, present or future, direct or indirect, absolute or contingent, matured or not, at any time owing by the undersigned to Backman Vid-Comm Ltd. In the event of non-payment, Backman Vid-Comm Ltd. has the rights and remedies of a secured party under the *Personal Property Security Act*.

I certify that the information provided in this credit application is correct as of this date and that I am authorized to accept and do accept these terms on behalf of the person or entity stated in Part A-1.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Return completed application by mail to...**

**or by fax to...**

**Backman Vid-Comm Ltd.  
63 Crane Lake Drive  
Halifax NS B3S 1B5**

**Fax (902) 450-5105**

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## Part D – Organization Status/Owners

**D-1:** Is the business registered or incorporated under a name different from that provided in A-1?  
(If your trade name in A-1 is not the name under which you are registered, the registered name must be provided here.)

No,  Yes, our legal name is \_\_\_\_\_

**D-2:** Is this business name currently registered and in good standing in Nova Scotia, New Brunswick or Prince Edward Island? We will verify registrations on the Internet.

NS - Registry of Joint Stock Companies (<http://www.gov.ns.ca/snsmr/rjsc/search.asp>)

NB - Corporate Affairs Registry ([http://www.web27.snb.ca/card\\_online/CARSSearch.asp](http://www.web27.snb.ca/card_online/CARSSearch.asp))

PE - Corporate/Business Names Registry (<http://www.gov.pe.ca/corporations/index.php>)

NF - Registry of Companies (<https://cado.eservices.gov.nl.ca/Company/CompanyNameNumberSearch.aspx>)

No,  Yes, our provincial registration number is \_\_\_\_\_  
(If you do not know the number, we can search by name) [THIS IS NOT YOUR HST NUMBER!]

**D-3: Type of Business:** \_\_\_\_\_

How long has this company been in business? \_\_\_\_\_ Years.