



**574 Starwood Drive, Guelph Ontario, N1E-0L9  
Office: 519-823-5217 Fax: 519-823-9791**

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*Providing Turn-key Quality Control Solutions, One Source – One Responsibility*

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**CREDIT APPLICATION**

**CUSTOMER INFORMATION**

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ Fax Number \_\_\_\_\_  
\_\_\_\_\_

Banking Institution \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

G.S.T. Number \_\_\_\_\_

Accounts Payable Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

**SUPPLIER INFORMATION**

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ Fax Number \_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ Fax Number \_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ Fax Number \_\_\_\_\_  
\_\_\_\_\_

**TERMS AND CONDITIONS** Payment shall be made within normal terms (net 30 days.) Thereafter interest shall accrue at the rate of 2.5% per month on the prior month's outstanding balance (30% per annum)

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**Authorized Signature:** \_\_\_\_\_ **Date :** \_\_\_\_\_



# TERMS OF SALE

**PAYMENT TERMS** – NET 30 DAYS FOR ALL PURCHASES ON ACCOUNT. ACCOUNTS WITH BALANCES EXCEEDING 30 DAYS WILL BE SUBJECT TO C.O.D. STATUS. ACCOUNT BALANCES EXCEEDING 60 DAYS WILL BE SUBJECT TO RESTRICTED SHIPMENTS.

**INVOICING PROCEDURE** – IT IS OUR POLICY TO FAX INVOICES ONE DAY AFTER THE PURCHASE DATE, RATHER THAN MAILING ORIGINALS. FOR YOUR CONVENIENCE, THIS PROCESS IS DONE AFTER NORMAL BUSINESS HOURS AND A FAX COVER SHEET IS PROVIDED. IF YOU WOULD PREFER TO HAVE ORIGINAL INVOICES MAILED (ON A WEEKLY BASIS), WRITTEN NOTIFICATION IS REQUIRED. A STATEMENT OF UNPAID INVOICES WILL BE MAILED AT THE END OF EACH MONTH.

**SERVICE CHARGES** – FAILURE TO PAY INVOICES WITHIN TERMS ARE SUBJECT TO A SERVICE CHARGE OF 2% PER MONTH UNTIL ANY PAST DUE BALANCE IS PAID IN FULL.

**FREIGHT / SHIPPING INFORMATION** – ALL SHIPMENTS FROM TEC AND DIRECT SHIPMENTS FROM ITS MANUFACTURERS ARE F.O.B. SHIPPING POINT. CLAIMS FOR LOSS OR DAMAGED MATERIAL IN TRANSIT MUST BE MADE WITH THE CARRIER BY THE CUSTOMER. ALL SHIPMENTS SHOULD BE UNPACKED AND INSPECTED IMMEDIATELY UPON RECEIPT.

**MINIMUM BILLING** – OUR MINIMUM BILLING ON ACCOUNT IS \$25 PER INVOICE. SHOULD AN ORDER BE LESS THAN \$25, A MINIMUM BILLING AMOUNT WILL BE ADDED TO THE ORDER TO BRING THE ORDER TOTAL TO \$25.

**NON-STOCK / EXPEDITED PURCHASES** – THE CUSTOMER IS RESPONSIBLE FOR ANY ADDITIONAL CHARGES THAT MAY BE ADDED BY THE MANUFACTURER ON THE PURCHASE OF SPECIAL ORDERED ITEMS. THESE CHARGES MAY INCLUDE, INCOMING FREIGHT, PRIORITY FREIGHT, MINIMUM BILLINGS, AND EXPEDITING CHARGES. SPECIAL ORDER CANCELATIONS MAY BE SUBJECT TO A CHARGE IF MANUFACTURER SHIPMENTS ARE UNABLE TO BE CANCELLED.

**RETURNS / RESTOCKING CHARGES** – MATERIAL RETURNED FOR CREDIT MAY BE SUBJECT TO A 20% OR GREATER RESTOCKING CHARGE, DEPENDING ON EACH MANUFACTURER'S POLICY. FREIGHT OR OTHER COSTS INCURRED IN RESTOCKING WILL BE ADDED. RETURNS OF STOCKED MATERIAL AND THOSE RESULTING FROM ERRORS BY THE SELLER WILL NOT BE SUBJECT TO THIS CHARGE. RETURNED MATERIAL MUST BE NEW, UNUSED, AND ABLE TO BE RESOLD TO QUALIFY FOR CREDIT. RETURN OF NON-STOCKED ITEMS IS SUBJECT TO MANUFACTURERS ACCEPTANCE.

**WARRANTY AND DISCLAIMER** – TEC PROVIDES NO WARRANTIES BEYOND THOSE OFFERED BY ITS MANUFACTURERS. THE SELLER WILL PROVIDE REPAIRED OR REPLACEMENT MATERIAL AS DIRECTED BY THE MANUFACTURER. NO WARRANTY WILL APPLY IF ITS PRODUCTS ARE IN ANY WAY ALTERED OR MODIFIED AFTER DELIVERY BY TEC. SINCE THE SELLER, TEC, CANNOT CONTROL THE MANNER OF USE OF ITS PRODUCTS AFTER ITS SALE, TEC WILL NOT BE RESPONSIBLE FOR CONSEQUENTIAL OR INDIRECT DAMAGES. TERMS OF BUYERS PURCHASE ORDER SHALL NOT SUPERCEDE THIS DISCLAIMER AND NO WARRANTY, EXPRESSED OR IMPLIED, OTHER THAN STATED HEREIN, SHALL BE HONORED WITHOUT AN AGREEMENT SIGNED BY AN OFFICER OF TEC.

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE** – OUR MANUFACTURERS CHANGE PRICES AT UNEXPECTED INTERVALS. PRICING IS UPDATED AS IT BECOMES AVAILABLE. FORMALLY QUOTED PRICES WILL BE HONORED FOR 30 DAYS FROM THE QUOTE DATE UNLESS OTHERWISE INDICATED ON A WRITTEN/SIGNED QUOTE.

**I HAVE READ THE TERMS AND CONDITIONS STATED ABOVE AND AGREE TO ALL THESE TERMS AND CONDITIONS.**

AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

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