



Credit Terms & Conditions

Brand Graphic Solutions follows the credit policy and procedures described below. The following policies apply to all customers.

1. Terms

All new customers conducting business with Brand Graphic Solutions or do not have an approved Brand Graphic Solutions credit arrangement are on an "Advanced Payment" term. A 100% prepayment is required.

New customers requesting extension of credit must submit a Brand Graphic Solutions Customer Credit Application for approval.

2. Application

All qualified customers are required to submit a Brand Graphic Solutions Customer Credit Application. The information will be used to determine credit approval and the credit limit. If credit is denied, all orders must be paid in full prior to shipment.

3. Credit Terms

Once credit is approved and unless otherwise stated, all invoices are payable net thirty (30) days from the date of the invoice. A discount of one percent (1%) is offered for invoices that are paid within ten (10) days from the date of the invoice. The discount does not apply to customers on an "Advanced Payment" term. Brand Graphic Solutions will charge 1.5% per month (18% annually) for all invoices not paid within sixty (60) days.

4. Maintenance

When products are shipped, invoices are generated and sent to customers via email or facsimile. A valid email address or fax number must be submitted with the credit application. In addition, Brand Graphic Solutions reserves the right to cancel credit extension to any customer for any reason without notice.

4. Delinquency

Unless otherwise stated, all invoices are payable net thirty (30) days from the date of the invoice. After thirty (30) days, unpaid invoices are marked "past due." After sixty (60) days, the account is placed on credit hold, marked "delinquent", and a 1.5% service charge will be applied. After ninety (90) days, credit privileges are suspended. Customers will be liable for any court costs, attorney's fees and other legal expenses associated with the collection of delinquent invoices. A \$35 charge will be assessed for all checks returned for "not sufficient funds" (NSF). NSF checks will result in the account being placed on a "prepayment only" status.

5. Credit Card Payments

We are pleased to accept Visa®, MasterCard® and American Express® as payment. If paying by credit card, account information with authorization should be presented at order placement.

If you have questions, please contact the Brand Graphic Solutions Business Office at 570/771-6606 or your Brand Graphic Solutions representative at 570/779-4343.



CUSTOMER CREDIT APPLICATION

30 E. Main Street Plymouth, PA 18651 • P. 570-779-4343 • F: 570-779-3077 • businessoffice@brandgraphicsolutions.com

BGS Sales Person _____ Date _____

Resale Tax Exempt

Yes No

The following must be completed in full and will be held in the strictest confidence:

Corporation Partnership Sole Proprietorship

If yes, please submit a tax exempt form

Name of Firm _____

Full Name of Owners _____

Address _____

Home Address _____

City, State, Zip _____

SS# of Owner/Owners _____

Telephone Number _____

AP Contact Email Address (For receiving electronic invoices) _____

Fax Number _____

Purchasing Contact Email Address _____

Estimated Annual Sales _____

Date Started _____

Own or Rent Building – If Rent-From, Whom? _____

Years at Address _____

Bank Name _____

Bank Account # _____

Address _____

Telephone Number _____

1. _____
Trade Reference

Telephone Number _____

Account Number _____

Fax Number _____

2. _____
Trade Reference

Telephone Number _____

Account Number _____

Fax Number _____

3. _____
Trade Reference

Telephone Number _____

Account Number _____

Fax Number _____

Estimated Credit Requirements

I certify that all the information on this form is correct and fully understand your terms, and agree to proper payment consideration extended credit. I authorize the above credit references, including the bank to release all pertinent credit information to Brand Graphic Solutions. I hereby consent to and authorize the use of a consumer credit report and other business information reports that may be needed from time-to-time. The customer shall be responsible for all collections costs and attorney fees if it becomes necessary to place the account in collection.

Terms: Individual invoices: 1% 10 days, net 30. A service charge of 1.5% per month (18% annually) will be charged on balances open beyond 60 days. Brand Graphic Solutions reserves the right to amend or revoke credit terms at anytime in its sole discretion and without notice. Any early payment discount which may be offered by Brand Graphic Solutions, either now or in the future, will not be applicable to purchases paid for by credit card.

Signature _____
 Print Name _____
 Title _____
 Date _____