



Gardens Imaging Solutions, Inc.

6913 Belair Road, Baltimore, MD 21206 * Phone 410-539-2763 * Fax 410-539-7308

NEW ACCOUNT CREDIT APPLICATION

Company and Billing Name Information:

Company Name:			
Parent Company Name (if different from above):			
Billing Name for account with Gardens (if different from above):			
Company Federal I.D. Number:			
PHONE NUMBER:		FAX NUMBER:	

Your Company Contact Information:

	Name	Phone Number
Office Manager:		
Accounts Payable:		

Your Company Address Information:

	Street Address	City/State	Zip Code
Company Address:			
Billing Address (if different from above):			

Form of Organization; your company is:

<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> IRS Qualified non-profit organization
<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Unit of Government (local, state or federal)
Years In Business:		

Purchase Order and Order Authorization Information:

<i>Do your purchase order numbers need to appear on your invoices?</i>	Yes	No	
<i>If we receive an order without a purchase order number, who should we call to obtain a purchase order number / authorization?</i>			
NAME		PHONE #	
<i>Person(s) authorized to use account:</i>			

Sales Tax Information:

Is your company tax exempt? Yes No *If Yes, please attach Sales Tax Exemption form.*

General Information about your Company that may allow us to assist you with accountability controls:

Does your company identify its projects with specific Project I.D. Numbers (or Task Numbers?) Yes No *If Yes, must this number appear on your invoices?* Yes No

Bank Information:

Bank Name:		Account Number:	
Person to contact at Bank:		Bank Phone #:	



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Vendor Reference Information:

Vendor Name(s)	Vendor(s) Phone #	Account Number

General Information about Credit Accounts with Gardens Imaging Solutions, Inc.:

Invoices are generated from instructions you send us on work orders. Invoices are generated within one or two days after jobs are completed and then mailed to your billing address.

General Terms & Conditions of an Open Credit Account with Gardens Imaging Solutions, Inc.:

Third Party Billing: If you want Gardens to invoice your clients directly, we require that you complete a Third-Party Billing Agreement. With that on file, we provide customers the ability to send us work orders that tell us to bill another company for the work that was requested and completed. If you want to consider Third Party Billing, please contact our Operations Manager.

Pricing: Unless otherwise negotiated, all prices are subject to change without prior notice. Our business, like yours, is impacted from time to time by higher material, labor, overhead and equipment costs. We believe we are a highly competitive company and will attempt to maintain a low-overhead structure that will enable us to be a very competitive vendor.

Terms: Unless otherwise specified, our payment terms are **NET 30 DAYS FROM DATE OF INVOICE**.

Returned Checks: If the bank returns your check, we reserve the right to charge you a returned check-processing fee of \$35.00.

Finance Charges: We reserve the right to assess your account finance charges on all charges that are 60 days or more past due. Finance charges, if assessed, will be assessed at the rate of 1 ½ % per month, 18% per annum. (Federal Consumer Credit Protection Act.)

C.O.D Status: If your account contains invoices, which remain unpaid after 90 days, your account will be placed on a C.O.D Status. Customers placed on a C.O.D status will be unable to charge further work to their Gardens charge account until the entire past due balance is paid.

By signing below, the individual signing represents that he/she has the authority to execute this document on behalf of the company requesting an open charge account with Gardens Imaging Solutions, Inc., and further acknowledges, on behalf of the company requesting credit, that Gardens Terms and Conditions are acceptable. Furthermore, this document, once furnished to Gardens, authorizes Gardens to contact the references provided by applicant. In the event Gardens has to incur costs to attempt or secure the collection of past due amounts, customer agrees to pay all reasonable costs of collection, including, but not necessarily limited to, attorney's fees and court costs. All unpaid charges on customer's account create a lien on all of customer's documents and property in Gardens possession.

**PLEASE KINDLY INDICATE YOUR ACCEPTANCE OF OUR TERMS AND CONDITIONS
OF AN OPEN CHARGE ACCOUNT WITH GARDENS IMAGING SOLUTIONS, INC.**

Authorized signer's printed name:	Date signed:
Authorized signer's title:	
Authorized signer's signature:	

Thank you very much for submitting an application to Gardens Imaging Solutions, Inc. Our team is devoted to providing outstanding, cost-effective solutions for our customers' reprographics & imaging needs. We are dedicated to providing reliable, dependable service.