

# Credit Application

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**Enclosed is a copy of a credit application for you to fill out. Please complete the following steps in order to process your application.**

1. Fill in all of the requested information including complete mailing addresses and phone numbers on all trade references and bank information.
2. List active trade references with credit lines (activity) that are **equal or higher** than the requested amount of credit.
3. You may only list one vendor that is on a EFT (Electronic Funds Transfer) Contract.
4. This application must be signed by the owner, partner or officer (with Title).
5. Please include a recent financial statement, if possible.

Upon receiving this information, we will process your application. A credit limit will then be determined.

***If credit is granted, terms are 21 days. We reserve the right to hold shipments, if your company has an overdue balance or is over the established credit limit.***

***Please Print Clearly.***

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal Code / Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **Structure:**

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual Ownership \_\_\_\_\_ Other \_\_\_\_\_  
Tax ID / P.S.T.# \_\_\_\_\_ G.S.T.# \_\_\_\_\_  
Number of years in business: \_\_\_\_\_

Primary Officer: \_\_\_\_\_ Title: \_\_\_\_\_  
Primary Officer: \_\_\_\_\_ Title: \_\_\_\_\_

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## Trade References:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal Code / Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ A / C #: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal Code / Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ A / C #: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal Code / Zip: \_\_\_\_\_  
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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ A / C #: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal Code / Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ A / C #: \_\_\_\_\_

## Banking Information:

Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Account #: \_\_\_\_\_ Branch: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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***I understand the following and will abide by your company regulations:***

1. Notify UrbanZen Tea Inc. of any changes in ownership of our company.
2. If granted credit, our company agrees to pay all invoices within 21 days of invoice.
3. It is agreed that our company will pay 2% per month (23.98% annually) for all past due balances.
4. It is agreed that our company will become COD, if we fail to pay invoice within the above stated terms. In addition, shipments will be placed on hold if account is overdue or if the account is over the credit limit (if granted).
5. Our company's financial condition is satisfactory, and we can meet all financial obligations.
6. There are no lawsuits or judgments against me at this present time.
7. There will be a \$50 service charge on all checks returned from the bank (NSF).

***UrbanZen Tea Inc. reserves the right to report delinquent customer accounts to Equifax or Dun & Bradstreet.***

If credit terms are granted, I/we agree to the above terms and that the undersigned is/are personally responsible for payment of the amount under the terms herein stated. I/we do further agree that if my/our account must be placed in the hands of an attorney for collection, or if collection is made through bankruptcy or probate proceedings, I/we agree to pay attorney's fees associated made through bankruptcy or probate with recovery of principle and all applicable service charges. These proceedings will be governed by the laws of the Province of Ontario. Customer and the undersigned hereby waive the right to trial by jury, and agree to trial by magistrate or commissioner where applicable. All actions to enforce the terms of this document, or arising out of relating to Customer's relationship with UrbanZen Tea Inc. will be brought in the appropriate Provincial Court of Toronto, Ontario, provided, however, that action to enforce or collect upon any judgment issued by such Ontario Court may be filed in any action where Customer of the undersigned has assets or property. In addition, the signature below guarantees the above information provided is true to the best of my knowledge and that UrbanZen Tea Inc. has my/our permission to contact the above references for information in obtaining and establishing credit, and to obtain a report from a credit reporting agency concerning the undersigned's credit history.

**Signature\*:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Signature\*:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Signature\*:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

***\* Signature must be of the owner, partner or officer with title.***