



New Brentwood Reprographics Customers

For new customers, we will always accept cash, check, or credit card payment. For regular orders, full payment for the invoices, including shipping, should be paid in full at the time of purchase. Our new customers without an available credit card can establish a retainer agreement with us (typically in the amount of \$500) or make their payment by check; however your job may be delayed waiting for funds to clear if it is not a cashiers check or money order.

Account Customers and the “Net 30” Program

Our existing customers can use our “Net 30” program. This program allows you to purchase items and pay your invoices each month at 30 days. Credit cards will be charged at the 45 days to clear any past due invoices. Up to date credit card information is required for all customers. Please ensure that your account is current to prevent any delays in the production of your projects.

For any new orders placed that would cause a customer’s balance to exceed \$1,000, customers will be asked for full payment of the additional amount over this limit prior to production of the project.

Customers with past due invoices over 45 days or with an open balance over \$1,000 will be placed on Credit Hold. While on Credit Hold, a customer will not be allowed to process any orders unless payment is made for past due invoices and/or reducing the open balance and bringing the credit limit to an acceptable amount.

Brentwood Reprographics will always discuss an increased credit limit with our customers at their request. A good payment record will merit a higher credit limit.

We reserve the right to re-evaluate and adjust customers’ credit limits at any time. If an adjustment occurs, our Accounting Department will contact you via phone or postal service.

Brentwood Reprographics can not grant terms longer than 30 days. A 1.5% finance charge will be added per month to any invoice not paid in 30 days and will be turned over to a collection agency in 60 days.

There are no returns and no refunds and all sales are final.



Credit Card Authorization Form

In the event that the your account goes past due, at 45 days, the following credit card listed below, will be charged to clear any and all past due invoices. A detailed listing of such charge will be forwarded to your attention along with a credit card receipt.

Company Name : _____

Billing Address : _____

City State Zip

Attn : _____

Phone Number : (____) _____

Visa M/C (circle one)

Expiration Date

Cardholder Signature

Date

Print Cardholder's Name

3-digit Security Code
(on back of card)



Credit Application

Company Name:
Address:
Phone:

Type of Business:
 Corporation Partnership Sole Proprietor

Contact Names and Phone Numbers:

President:
Purchasing Agent:
Accounting:

Bank:
Contact Person:
Address:
Account Number:

Trade References: Please List 3 with complete contact information.

Company:
Contact:
Address:
Phone: Account #:

Company:
Contact:
Address:
Phone: Account #:

Company:
Contact:
Address:
Phone: Account #:

Terms: Payment due in 30 days, past due invoices will accrue interest @ 1.5% monthly.

Accepted By:	Title:	Date:
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