



# COMMERCIAL ACCOUNT CREDIT APPLICATION

Please Mail or Fax this application to:  
Fleet Graphics, Inc.  
1940 Smithville Rd.  
Kettering, OH 45410  
(937) 252-2552 • Fax: (937) 525-2105  
Toll Free: 1-888-212-5176  
email: info@fleetgraphicsinc.com

We look forward to welcoming you as one of our credit customers.

In order for your company to purchase from us on account, please provide the following additional information to complete our records. Please allow 48 hours for processing. For your convenience, we also accept check, or American Express, Mastercard, Visa and Discover Card.

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

d.b.a. \_\_\_\_\_ Fax: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Type:  Corporation  Partnership  Sole Proprietor

As applicable, list names and titles of corporate officers, partners, or sole proprietor:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Parent Company, if applicable: \_\_\_\_\_

Type of Business: \_\_\_\_\_ How long in business: \_\_\_\_\_ Number of employees: \_\_\_\_\_

Credit Line requested \$ \_\_\_\_\_ Do you require P.O.'s on invoices? \_\_\_\_\_

Name of person responsible for accounts payable: \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Person to contact at Bank: \_\_\_\_\_

### Authorized Buyers

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please Provide Three local trade references (companies with whom you conduct business-not your bank or landlord.)

Local Trade Reference: Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Trade Reference: Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Trade Reference: Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I have accurately completed this application to the best of my knowledge and authorize Fleet Graphics, Inc. to contact my creditors for verification purposes. I agree to pay all charges made by me or an employee of my company according to the terms stated on the reverse side of this form. I have read and agree to all other additional terms of service described on the reverse side of this application.

\_\_\_\_\_  
Authorized Signature (required)

\_\_\_\_\_  
Date

# FLEET GRAPHICS, INC. CREDIT TERMS AND TERMS OF SERVICE

**1. Parties.** Fleet Graphics, Inc. will be referred to as "Fleet Graphics" and the person or company purchasing or requesting service will be referred to as "Customer."

**2. Prices.** Prices are subject to change without notice.

**3. Credit Terms.** On approved credit, invoice balance is net 30 days. A late payment fee of 1.5% per month (18% per annum) will be added to past due balances. Overdue balances, 90 days past due, may be turned over to an attorney or agency for collection. In such event, Customer agrees to pay the full invoice amount, plus any service charges, plus all costs incurred for collection whether or not a lawsuit is commenced. Invoices that are not paid within terms may lose any discounts or special pricing.

For the convenience of Customer, a statement will be mailed to the account address on file on the first of each month. All invoices are delivered with Customer's order, or mailed within one week, unless Fleet Graphics is instructed otherwise. To insure proper crediting of account, please note the invoice numbers on the payment check. For your convenience we also accept cash, check, Mastercard, Visa, American Express and Discover Card. State of Ohio sales tax shall be paid by Customer unless a valid exemption certificate is furnished to Fleet Graphics. Tax exemption shall not be granted until such form is on file. Orders shipped out of the state of Ohio may be subject to usage or other taxes and are the responsibility of the recipient.

**4. Order Requirements.** Proofs and written instructions are highly recommended with all orders. Telephone and other verbal instructions must be followed up with confirmation or Fleet Graphics assumes no responsibility for such verbal instructions.

**5. Quotations.** All estimates (verbal or written) are considered tentative until the job is in plant. All estimates are subject to revision upon evaluation of the actual copy submitted and Customer will be notified of any additional charges prior to the commencement of work on the project. All estimates are subject to change prior to acceptance on part of Customer.

**6. Experimental Work.** Experimental work performed on behalf of Customer will be charged according to time and material expended.

**7. Contingencies.** All agreements are made and all orders accepted contingent upon delays caused by strikes, fires, accidents, unusual market or labor conditions, or causes beyond our control.

**8. Furnished Material.** On material furnished by Customer, Fleet Graphics is not responsible for damage to material caused by our process.

**9. Limitation of liability.** Fleet Graphics makes no warranty, express or implied, on merchantability or fitness for any particular purpose or otherwise and in no event shall Fleet Graphics be liable to Customer for any resulting damages or expenses.

Customer is responsible for checking all work received for correctness and accuracy. Liability is limited to replacement of defective materials resulting from negligence on the part of Fleet Graphics. Fleet Graphics is in no way responsible for any special, direct, indirect, incidental or consequential damages arising out of or as the result of use of materials produced.

It is assumed that Customer has retained backup copies of files submitted. Fleet Graphics is not responsible for problems arising from loss of data or defective media.

Corrections to delivered materials, regardless of nature, must be received within 48 hours of receipt. After that time, it is assumed that materials were received as correct and are accepted by Customer. Claims or adjustments cannot be accepted after that time.

No warranty, whether written or implied, is made for a specific use, length of use or consequential damages related to the use of materials produced by Fleet Graphics. Always submit a proof with your order, as orders produced without proofs are imaged "as is."

Fleet Graphics assumes no liability for loss or damage to orders during transportation to or from our office. Advised Precaution: To safeguard against loss or damage in transit or during use, never send the only copy of your digital file.

Under no conditions or circumstances will any responsibility be assumed by Fleet Graphics for holding a printing press, missing an insertion date for quality or accuracy in actual printing operations.

**10. Errors.** Fleet Graphics' stenographic, clerical and invoicing errors are subject to correction.

**11. Customer Property.** All Customer property in the form of drawings, artwork, film negatives and positives, separations, engravings, pattern plates, molds or any other customer property used in the manufacture of our products are received, held and returned at the owner's risk during the production of the job and Fleet Graphics accepts no responsibility for loss or damage due to fire, theft or other causes. Original material supplied to Fleet Graphics should be properly identified so as to expedite the safety of its return to Customer.

**12. Backups of Digital Files.** Fleet Graphics archives all jobs processed that we produce or make changes to. We keep these files for five years, but they are not guaranteed. Fleet Graphics will not be held responsible for lost files. Archives may be purchased and kept by Customer.

**13. Nondisclosure.** Any specifications, files, drawings, plans, notes, instructions or technical data of Customer furnished to Fleet Graphics in the course of producing materials for use by Customer shall remain the property of the Customer and Fleet Graphics shall not disclose to any party other than Customer or a party duly authorized by Customer, the contents thereof. At Customer's request certain files, drawings and instructions, including but not limited to fonts and logos, shall be archived for future reference by Customer or Customer's assigns.

**14. Cancellations.** After acceptance by Fleet Graphics of orders instigated by Customer and then cancelled, Customer will be subject to costs incurred if production of such order has commenced.