



760 Vista Park Drive
Pittsburgh, PA 15205
Phone: (412) 788-0640
Fax: (412) 722-0910

CREDIT APPLICATION

Date: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: () _____ Fax: () _____

email: _____

Number of years in business: _____

References

Trade Reference _____

Number of years: _____ Phone Number: () _____

E-Mail: _____ Fax: () _____

Trade Reference _____

Number of years: _____ Phone Number: () _____

E-Mail: _____ Fax: () _____

Trade Reference _____

Number of years: _____ Phone Number: () _____

E-Mail: _____ Fax: () _____

Bank Reference _____

Account Number: _____

I understand that if this application is approved, the following terms will be complied with.
2 % discount - 15 days / Net - 30 days 1 1/2% interest per month over 30 days

All payments to be made to: Printscape, Inc., 760 Vista Park Drive, Pittsburgh, PA 15205

Name (please print)

Title

Signature

Accounts Payable Information Form

760 Vista Park Drive
Pittsburgh, PA 15205
Phone: (412) 788-0640
Fax: (412) 722-0910

Date: _____

A. Choose Account Payment Options

COD - Cash - Check - Credit Card

**Payment must be made upon receipt of goods.*

Online Payment

**An e-sales receipt will be sent via email with click to pay services included. Payments are due within 5 business days of receipt.*

Credit Card on File

**For security purpose, our accounting department will contact you for this information.*

30 Day Term Account

**See credit policy below.*

**Please fill out Part B.*

Are purchase orders / job numbers required with each order? YES NO

B. Accounts Payable Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Email: _____

Phone Number: () _____ Fax: () _____

C. Tax Exempt:

NO

YES **If yes, please attach your Exemption Certificate.*

D.

CREDIT POLICY

1. A Printscape Imaging & Graphics application for credit must be completed and signed. Please allow 3-4 business days for credit review and approval.

2. Credit applications cannot be processed for approval if information is missing or line items within this policy are tampered with in any way.

3. There is a \$10.00 minimum order per invoice.

4. Invoices paid within 15 days from date invoice was issued are entitled to a 2% discount off the pre-tax sale amount.

5. Payment is due in full within 30 days from date of invoice, unless other terms have been approved.

6. Accounts with outstanding balances over 30 days will have a 1.5% finance charge applied to their pre-tax invoice balance.

7. Accounts that have an outstanding balance over 60 days or longer are subject to Cash On Delivery status.

8. Pick-up and delivery charges may apply.

Should you have any questions concerning the Printscape Imaging & Graphics credit policy, please contact the credit department: (412) 788-0640

I have read and acknowledge the terms and conditions of the Printscape Imaging & Graphics credit policy.

Name (Please Print)

Title

Signature