

Authorized to Save You Money!



OFFSET & DIGITAL PRINTING

640 Central Avenue – Albany, NY 12206

Phone: 518-432-1234 • Fax: 518-729-5522

**Credit
Application**

You are applying for a commercial business account with Albany Print, Inc. Please complete the entire application. All information given will be held in the strictest confidence and used solely in connection with your account. By signing this application you are giving Albany Print, Inc. permission to inquire and verify the information provided.

Date _____ Telephone # _____ Fax # _____

Legal Business Name _____

Contact Name _____ Email _____

Business Address _____

City _____ State _____ Zip _____

Legal Status

Sole Proprietorship Partnership Corporation LLP LLC

If incorporated, State of incorporation _____ Date of incorporation _____

Taxpayer Identification Number (TIN) _____

Accounts Payable Manager Name _____

Accounts Payable Phone Number _____

Principals

Owner/Officer _____ Cell # _____

Partner/Officer _____ Cell # _____

Trade References (Please List at least 2) Must have an active account with company listed.

1. Name _____ Years Open _____

Address _____ City _____ State _____ Zip _____

Contact _____ Telephone # _____

2. Name _____ Years Open _____

Address _____ City _____ State _____ Zip _____

Contact _____ Telephone # _____

3. Name _____ Years Open _____

Address _____ City _____ State _____ Zip _____

Contact _____ Telephone # _____

Financial Information

Bank Name _____ Branch _____

Bank Address _____ City _____ State _____ Zip _____

Bank Contact _____ Telephone _____

Business Checking Acct # _____

Credit line requested _____

Please Note: Amount of credit may be increased or decreased according to payment experience.

Special Instructions

Are purchase orders required for purchases? Yes No Are verbal PO's acceptable? Yes No

Will you be paying Sales Tax? Yes No If not, a signed Resale Certificate must be attached.

Delivery Instructions

Business/Receiving Hours _____

Special Instructions: _____

Terms 30 Days Net

Terms are 30 days net. Invoices remaining open after 30 days are subject to a service charge of 6%, plus 1.5% each month invoice remains open. Invoices are dated the day the order is delivered to either the purchaser or a commercial carrier. Payments are posted on the day they are received. Any problems with completed jobs must be reported within 15 days or they shall be deemed acceptable. Please remit all payments to Albany Print, Inc., 640 Central Avenue, Albany, NY 12206. Payments may also be made via Paypal to: cash@albanyprint.com.

I certify the information provided is true and accurate to the best of my knowledge.

I have read, understand and agree to the terms and conditions contained herein, and I am authorized to enter into this agreement.

Authorized Signature

Title

Date

Authorized Signature

Title

Date

OFFICE USE ONLY

Trade	Comp	Confirmed by	Date Opened
Trade	Bank	Reviewed by	Account Number
Trade	Score	Approved by	Credit Limit