

# Confidential Credit Application

Preferred Payment option by Credit Card

If yes, please proceed to shop online at [www.eway.ca](http://www.eway.ca) or contact our Customer Care

Team at 1 877 272 2121 X9 or email [tor.customerservice@staples.com](mailto:tor.customerservice@staples.com)

If no, please complete the Confidential Credit Application below.

Please send to the attention of **Corlie Sleen**

Email: [corlie.sleen@staples.com](mailto:corlie.sleen@staples.com)

Phone: 1.780.468.8805

## COMPANY BACKGROUND INFORMATION

Registered Name: \_\_\_\_\_ Trade Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of Buyer: \_\_\_\_\_ Telephone: \_\_\_\_\_ Buyer Fax: \_\_\_\_\_

Buyer Email Address: \_\_\_\_\_ Estimated Annual Purchases: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Number of Years in Business: \_\_\_\_\_

Business Classification: Proprietorship  Partnership  Corporation  Premises: Leased  Owned

Date Business Commenced: \_\_\_\_\_ Name of Parent Company/Affiliation: \_\_\_\_\_ Website: \_\_\_\_\_

## BILLING AND TAX INFORMATION

Purchase orders required: Yes  No

GST/HST Registration Number: \_\_\_\_\_ PST Number, if exempt: \_\_\_\_\_

A/P Contact Name: \_\_\_\_\_ A/P Telephone: \_\_\_\_\_ Ext.: A/P \_\_\_\_\_

A/P Email Address: \_\_\_\_\_ A/P Fax: \_\_\_\_\_

There are two options for you to consider, please check one:

- Fifty Green Charge encourages you to combine your orders. Should your order remain less than \$50 we will add a \$5 order charge. A percentage of the charge will be donated to Tree Canada to help plant trees in local communities across Canada to offset the environmental impact.
- Fifty Green Accelerator encourages you to combine your orders to reach a minimum of \$50. Should your order remain less than \$50, we will save the order to allow you time to determine the additional items you would like to purchase. You can use [eway.ca](http://eway.ca) at any time to complete your selections or alternatively, contact our Customer Care team. The benefits of this program include no additional delivery charges and environmentally sound purchasing practices.

## BANK INFORMATION

Financial Institution: \_\_\_\_\_ Address: \_\_\_\_\_

Transit Number: \_\_\_\_\_ Account Number: \_\_\_\_\_ Operating Lines of Credit /Overdraft Protection: Yes  No

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

## BUSINESS REFERENCES

Supplier: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email/Fax: \_\_\_\_\_

Supplier: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email/Fax: \_\_\_\_\_

Supplier: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email/Fax: \_\_\_\_\_

## TERMS / AUTHORIZATION\*

I declare that the information contained in this document is true, correct and complete. I authorize Corporate Express Canada Inc. / Staples Advantage to make the usual credit inquiries related to the above Credit Application for the purpose of exchange and disclosure of credit information to Credit Agencies or Firms, with whom the undersigned may have financial dealings.

All invoices are due and payable in full on/before the 30th day from the date of the invoice. Late payments are subject to 2% monthly or 24% annual service charge.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Name: \_\_\_\_\_

|                         |                         |
|-------------------------|-------------------------|
| (INTERNAL USE ONLY)     |                         |
| Promotion Number: _____ | Sales Rep: Corlie Sleen |

\*Prices subject to change without notice.