

Kirk Integrated Marketing Services Ltd.  
 110-11388 No 5 Road  
 Richmond, BC V7A 4E7

Tel: 604 279 8484 Fax: 604 279 8406  
 Toll Free: 1 888 275 5475 (1 888 ASK KIRK)  
[www.kirkmarketing.com](http://www.kirkmarketing.com)

I/We make application for a monthly credit account with Kirk Integrated Marketing Services Ltd. (hereafter called "Kirk") and understand that if this application is approved, it will constitute an agreement to pay for all purchases from Kirk Integrated Marketing Services Ltd. in accordance with Kirk's standard terms of sale: Net Payable 30 days from date of invoice (date of mailing) or other terms as approved. Interest is charged on overdue accounts two percent (2%) per month or twenty-four percent (24%) per annum.

**Postage** is always handled on a **prepayment** required basis, due 2 days prior to the mailing date. The **first order** from a new Client will be handled on a **prepayment** basis. All accounts are considered prepayment required until Kirk has reviewed and at Kirk's sole discretion, Kirk has approved the Client for credit. All accounts over sixty (60) days old will be placed on a COD basis and their credit privileges will be revoked until the account is made current. Orders less than one hundred dollars (\$100.00) will be handled on a COD basis. If credit is granted, Kirk reserves the right at any time to review credit accounts and change or cancel credit according to the performance of the Client's account and/or according to Kirk's financial facilities.

In order to expedite Kirk's new client and credit process, we request that you ensure that your application is completed in full and signed.

**All Clients Fill in Information in Full:**

Business Legal Name:		
Address:		
City:	Province/ State:	Postal/ Zip Code:
Phone:	Fax::	
Company Website:	PST Number: (if applicable)	
Year Established:	Type of Business:	
Accounting Contact Name:	Phone:	
Accounting Contact email:		
Affiliated Companies:		

**Owner and/ or Officer Information:**

Owner/ Officer Name:	Title:
Owner/ Officer Name:	Title:

**Banking Information:**

Bank Name:	Bank Account Number:
Bank Address:	
Contact Name:	Phone:

**Clients Requesting Credit Please Fill in Information in Full:**

Requesting Credit	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of Credit Requested:	\$
Is receiving invoices via email your preferred method? <input type="checkbox"/> Yes <input type="checkbox"/> No If you select "No," your invoices will be mailed. If you would like your invoices emailed to addressees in addition to your Accounting contact, please email your request to <a href="mailto:receivables@kirkmarketing.com">receivables@kirkmarketing.com</a> .			

**Credit Reference Information:**  Attached (please ensure that all information is included)

Supplier's Name:	Account Number:	
Address:		
City:	Province:	Postal Code:
Phone:	Fax::	
Company Website:	Service Supplied:	

Supplier's Name:	Account Number:	
Address:		
City:	Province:	Postal Code:
Phone:	Fax::	
Company Website:	Service Supplied:	

Supplier's Name:	Account Number:	
Address:		
City:	Province:	Postal Code:
Phone:	Fax::	
Company Website:	Service Supplied:	

I am an officer authorized to sign for the Applicant Company, and I have read and fully understand and accept the conditions of the application. If credit has been requested as noted above, I hereby authorize Kirk to obtain credit reports or other information as may be deemed necessary in connection with the establishment and maintenance of a credit account, or for any other direct business requirement. I agree to Terms and Conditions attached as indicated by my signature on the Terms and Conditions page.

Print Name:	Title:
Approval Signature:	Date:

**Kirk use:**

Account Director:	Date Submitted:		
Client Service Associate:			
Estimated Date:	Date Completed:		
<input type="checkbox"/> AD Notified	<input type="checkbox"/> CSA Notified	<input type="checkbox"/> DS Updated	<input type="checkbox"/> Acct Updated

**TERMS AND CONDITIONS**

**VENDOR** refers to **Kirk Integrated Marketing Services Ltd.**

**POSTAGE** is always handled on a **prepayment** required basis, due 2 days prior to the mailing date.

**ESTIMATES** are subject to acceptance within 30 days. Estimates are based on the cost of labor and materials on the date of the estimate. If changes occur in costs prior to acceptance, the right is reserved to change the estimate. Subsequent orders are subject to price revision if required. Estimates do not include postage, clients' shipping costs or any taxes, unless specified separately.

**ALTERATIONS/SPECIFICATIONS:** Prices estimated are based upon vendor's understanding of submitted specs. All changes to orders will be billed at current rates.

**ORDER CANCELLATION** may be done by the client at any time by notice in writing. The vendor will be compensated for all work completed prior to the cancellation.

**ACCEPTANCE OF ORDER:** The vendor reserves the right to refuse to print or mail any materials the vendor considers to be: an invasion of privacy; degrading; libelous; unlawful; profane; obscene; pornographic; ridicule or embarrassing; in bad taste; an infringement on a trade mark, trade name or copyright belonging to others. The client agrees to indemnify the vendor from any legal action resulting from printing or mailing the client's material that is deemed legally actionable.

**CLIENT FURNISHED MATERIAL:** The vendor assumes in estimates that all materials provided by the client will permit efficient handling on the vendor's equipment. Materials furnished to the vendor which are not up to standard and result in excessive production time will be subject to pricing at special rates.

**CLIENT'S PROPERTY:** All client's materials placed in the hands of the vendor is stored at the client's risk. Title to all inventory and materials remains with the client and the client shall be responsible for insurance on their material. Upon request, the vendor will arrange the necessary insurance and charge the client at the prevailing rate for the period of time of storage. Kirk is not liable for damage in the event of a loss.

**DELIVERY:** Prices and estimates are based on uninterrupted delivery of complete order unless specific other arrangements are made. Delivery to and from the vendor is not included in estimates, unless specifically requested. Special pick-up or delivery service will be provided at prevailing rates, at client request. The vendor is not responsible for shortages of materials received from clients.

**CLAIMS:** Work performed shall be deemed to be acceptable to the client unless the vendor is advised in writing within ten (10) days of completion of order. Vendor's liability for error is limited only to the value of the work performed.

**PROGRESS INVOICING** will be issued monthly on jobs which are in process for more than one month.

**SALES TAXES (PST & GST)** will not be exempted unless specific exemptions are provided in writing, preferably on a purchase order.

**TERMS:** Net payable 30 days from the date of invoice or other terms as approved. Interest will be charged at 2% per month on overdue accounts (24% annum). Terms are considered accepted upon verbal or written permission to commence work. Extended or alternate terms may be granted by special request or as mentioned in a estimate. The vendor reserves the right to cease production for a client whose account is delinquent more than 60 days - however, the client is liable for the value of the work to the point of cessation. All clients' materials on hand may be disposed to settle the outstanding balance of the delinquent account. The vendor will withhold mailings until postage is paid or deposited at the post office.

I have read the above terms and I understand them. By my signature below I accept the terms as above.

Print Name:

Title:

Approval Signature:

Date: