



Corporate Offices:
102-G Executive Drive ★ Sterling, VA 20166
Tel: (703) 478-5252 ★ Fax: (703) 478-5254

Office Use Only

A _____
D _____
CL _____
RD _____

Location _____

★ Please TYPE or PRINT NEATLY ★

Firm/Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Telephone: (____) _____ - _____ Fax: (____) _____ - _____ Web Site: _____

BILLING INFORMATION

☐ Same as above

Billing Address, if different from above: _____

City: _____ State: _____ Zip Code: _____ - _____

Name of person or department where invoices/statements should be sent: _____

ABOUT THE BUSINESS

Firm/Organization is a: ☐ Corporation ☐ Non-Profit ☐ Partnership ☐ Sole Proprietorship

Firm/Organization has been in business for _____ years.

Other names under which the firm/organization has operated: _____

Names and Titles of Principals:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

CREDIT INFORMATION

Bank Name: _____ Main Account Number: _____

Bank Officer: _____

Bank Address: _____ City: _____ ST: _____ Zip: _____

Sales Tax Status: ☐ Taxable ☐ Non-Taxable for Resale (please complete reverse side)

☐ Non-Taxable (Non-profit or otherwise, please complete reverse side AND attach copy of exemption certificate)

TRADE REFERENCES

Please use only local trade references. Large companies, such as FedEx or American Express will not give out information. This may delay the processing of this application. Location

Company Name

Contact Person

Telephone

Fax

1. _____

2. _____

3. _____

CREDIT TERMS: Our credit terms are "NET UPON RECEIPT OF INVOICE." It is agreed that invoices will be paid when they are received. Statements are issued on a monthly basis in order that clients may reconcile their accounts and to be sure all invoices and payments are properly recorded.

I certify that the information provided on this form is correct. I authorize Copy General Corporation to obtain or release credit information and investigate the above references to substantiate this request for credit, and I hereby agree to pay all charges, including any finance or service charges, as well as all costs of collection agency fees, court costs, and reasonable attorney's fees incurred in collecting any past-due amounts.

Signed: _____ Title: _____

Printed Name: _____ Date: _____

APPLICATION FOR CREDIT PRIVILEGES